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Reserve

:
: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D. C.

:
: Number 129 April 12, 1948

:
: PMA PROCEDURE TRANSMITTAL

NOTICES

PERSONNEL DESIGNATION: Mr. Harris W. Soule has resigned as Executive Officer of the Vermont PMA State Office. Mr. Almon F. Heald has been appointed Acting Executive Officer, effective April 1, 1948.

PERSONNEL DESIGNATION: Mr. Edwin M. Norton has been designated as an Assistant Director, Dairy Branch, effective April 8, 1948.

NEW RELEASES

363.1
4-9-48

EMPLOYEE GROUP ACTIVITIES: This Instruction establishes PMA policy, authorities, and limitations governing the maintenance and operation of informational and other services especially designed for the benefit of Federal employees. Distribution: (A) (B)

REVISIONS AND CHANGES

TABLE OF
CONTENTS "A"
4-12-48

FORMS MANUAL "A": Includes Forms Manual Insertions released through Procedure Transmittal No. 127. REMOVE Forms Manual Table of Contents dated 8-26-46. Distribution: A.

TABLE OF
CONTENTS "B"
4-12-48

FORMS MANUAL "B": Includes Forms Manual Insertions released through Procedure Transmittal No. 127. Distribution: B.

TABLE OF
CONTENTS
MANUAL "A"
4-12-48

TABLE OF CONTENTS - PMA PROCEDURE MANUAL "A": Includes releases and changes through Procedure Transmittal No. 127. Remove Table of Contents dated 9-18-47, and insert new Table of Contents. Distribution: A.

TABLE OF
CONTENTS
MANUAL "B"
4-12-48

TABLE OF CONTENTS - PMA PROCEDURE MANUAL "B": Includes releases and changes through Procedure Transmittal No. 127. Distribution: B.

339.1
4-9-48

EMPLOYEE PROGRESS REPORTS: The use of Form PMA-165, "Employee Progress Report," has been made optional, except as provided in Instruction 335.1, "Veteran Training." Instruction 339.1, as revised, provides procedure which should be followed when it is used. Supervisors and administrative personnel are urged to continue use of the form internally as a tool for gauging a new employee's progress and as a guide for determining training needs. All Personnel offices will continue

DISTRIBUTION: (A) (B)

Page 1

PROCEDURE TRANSMITTAL 129

REVISIONS AND CHANGES (Cont'd)

339.1 to give assistance in developing training methods and
4-9-48 plans where special training is shown to be needed.
(Cont'd) REMOVE INSTRUCTION 339.1, DATED 9-23-46 FROM THE MANUAL
AND SUBSTITUTE THE ATTACHED REVISION. Distribution:
(A) (B)

444.2 PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS - AREA,
4-7-48 STATE AND FIELD: Establishes requirements for direct
and indirect payment of postage by PMA offices, and
responsibility of area, state, and field offices (in-
cluding CCC Field offices) for reporting penalty
indicia material used. This is a complete revision of
Instruction 444.2 dated 4-29-46, which should be re-
moved from the Manual. Distribution: A, B-(Field Only).

Form EMPLOYEE PROGRESS REPORT: At the bottom of the Forms
PMA-165 Manual Insertion, in the last line under "Preparation,"
9-6-46 delete, "appropriate PE Division," and substitute,
"Administrative Officer in Washington or officer in
charge of a field office. In the last line under
"Distribution" delete "reporting office" and substi-
tute "employee's supervisor." This change becomes
effective April 9, 1948. Distribution: (A) (B).

Addendum:

NEW RELEASE

249.6 RESPONSIBILITY FOR MAINTENANCE OF LEAVE RECORDS FOR
4-9-48 NACC EMPLOYEES: Places responsibility for maintenance
of leave records for NACC upon branch directors.
Authority to be delegated to officers in charge of
field stations where records are maintained. Dis-
tribution: (A) (B).

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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

TABLE OF CONTENTS - FORMS MANUAL "A"

"AD" FORMS

AD-7 TELEPHONE DIRECTORY INFORMATION (For additions only) 4-11-46
Distribution: A

AD-8 TELEPHONE DIRECTORY INFORMATION (For deletions only) 4-11-46
Distribution: A

AD-14 REQUEST FOR SUPPLIES, EQUIPMENT OR SERVICE 10-8-46
Distribution: A, B.

AD-39 RESIGNATION FORM - NO TITLE 6-12-46 Distribution: A, B.

AD-61 REQUEST FOR AUTHORIZATION TO ATTEND MEETING 4-9-46
Distribution: A, B.

AD-106 PROPERTY RECORD (NONEXPENDABLE PROPERTY) 9-20-46
Distribution: A-(except A-31), B.

AD-106 PROPERTY RECORD (PURCHASED PUBLISHED MATERIAL) 8-8-46
Distribution: A-(except A-31), B.

AD-107 REPORT OF TRANSFER OF PROPERTY 9-20-46 Distribution:
A (except A-31), B.

AD-108 REPORT OF PROPERTY CONSTRUCTED 9-20-46 Distribution:
A (except A-31), B.

AD-109 REPORT OF SURPLUS OR UNSERVICEABLE PROPERTY 9-20-46
Distribution: A (except A-31), B.

AD-110 AUTHORIZATION FOR DISPOSITION OF SERVICEABLE PROPERTY
9-20-46 Distribution: A(except A-31), B.

AD-111 REPORT OF DISPOSITION OF PROPERTY 9-20-46 Distribution: A
(except A-31), B.

AD-112 REPORT OF LOSS OR DAMAGE OF PROPERTY 9-20-46 Distribution: A
(except A-31), B.

AD-113 PHYSICAL INVENTORY REPORT (PURCHASED PUBLISHED MATERIAL)
8-8-46 Distribution: A (except A-31), B.

AD-113 PHYSICAL INVENTORY REPORT (NONEXPENDABLE PROPERTY) 9-20-46
Distribution: A (except A-31), B.

AD-126 PERSONNEL NOTIFICATION 6-17-46 Distribution: A, B.

TABLE OF CONTENTS - FORMS MANUAL "A"

"AD" FORMS Cont'd

AD-139	FINAL SALARY PAYMENT REPORT 3-26-47 Distribution: A, B.
AD-154	JUSTIFICATION FOR AIR TRAVEL 4-9-46 Distribution: A, B.
AD-164	LIVING QUARTERS STATEMENT 8-8-46 Distribution: AA.
AD-196	REQUEST FOR RETIREMENT RECORD CARD 9-23-46 Distribution: A, B-09.
AD-200	REQUEST FOR AUTHORIZATION OR AMENDMENT 6-17-46 Distribution: A, B.
AD-202	AUTHORIZATION - TRAVEL Three insertions: (1) Transfer of Official Station, (2) Individual LA, (3) Sub-LA 6-17-46 Distribution: A, B.
AD-204	AUTHORIZATION - GENERAL Two insertions: (1) when a Sub-LA is not required, (2) when a Sub-LA is required 6-17-46 Distribution: A, B.
AD-206	AUTHORIZATION - AMENDMENT Two insertions: (1) Amendment to and Individual LA, (2) Amendment to a Sub-LA 6-17-46 Distribution: A, B.
AD-244	REQUEST FOR PURCHASE OF PUBLICATION 8-8-46 Distribution: A (except A-31), B.
AD-250	ACCIDENT REPORT 11-5-46 Distribution: A (except A-31), B.
AD-252	MOVEMENT OF HOUSEHOLD GOODS AT GOVERNMENT EXPENSE 5-1-46 Distribution: A (except A-31), B.
AD-258	PRERENEWAL CANVASS STATEMENT 10-23-46 Distribution: A (except-A-31), (B-Field Only).
AD-270 and AD-270-A	REQUEST FOR REPRODUCTION SERVICES AND/OR FORM SPECIFICATIONS Six insertions: (1) For Requesting Circularization of Mailing List, (2) For Ordering use of Mailing List 7-11-46, (3) For Requesting Conventional Printing, (4) For Requesting Printing of Snap-Out Forms, (5) For Requesting Duplication of a Form, (6) For Requesting Duplication of Reports, Unnumbered Memorandums, Etc. 3-8-48 Distribution: A, (B-Washington Only). At the bottom of the page, Insertion 1, immediately above heavy black line, following "Procedure Covering Use", change 127.15 to 446.1.
AD-271	REQUEST FOR PHOTOGRAPHIC SERVICES 3-8-48 Distribution: A, B-(Washington Only).

TABLE OF CONTENTS - FORMS MANUAL "A"

"AD" FORMS Cont'd

- AD-273 REQUEST FOR NEW AND/OR ADDITIONS TO EXISTING MAILING CODES
Two insertions: (1) For Establishing New Lists, (2) For
Requesting Additions to Existing Mailing Lists 7-11-47
Distribution: A, B-(Washington Only). At the bottom of
the page, Insertion 1, immediately above heavy black line,
following "Procedure Covering Use," change 127.15 to 446.1.
- AD-274 DUPLICATING SHORT ORDER REQUISITION 3-8-48 Distribution:
A, B-(Washington Only).
- AD-275 MANAGEMENT IMPROVEMENT REPORT 5-28-46 Distribution: A, B.
- AD-287 WORK IMPROVEMENT PROPOSAL 5-28-46 Distribution: A, B.
- AD-288 REQUISITION FOR TELEPHONE SERVICE 4-11-46 Distribution: A.
- AD-514 REFERENCE SLIP 8-13-46 Distribution: A, B.
- AD-517 REQUEST FOR PERSONNEL ACTION 1-16-46 Distribution: A, B.
- AD-529 PROCEDURE REQUEST 10-24-45 Distribution: A, B. At the
bottom of the page, immediately following "Distribution,"
insert the following: "To Washington Administrative Officer
of the branch or staff office for forwarding."
- AD-530 ESTIMATE OF QUARTERLY PERSONNEL REQUIREMENTS 5-10-46
Distribution: A, B-05, 09, 26 (Field Only).
- AD-532 ANALYSIS OF MAN-MONTHS BY WORK PROGRAMS Distribution: A,
B-05, 09, 26 (Field Only).
- AD-536 REQUEST FOR APPOINTMENT OF CONSULTANTS WITHOUT COMPENSATION
1-16-46 Distribution: A, B.
- AD-546 NOTICE OF PERSONNEL CEILING ALLOTMENT 3-12-47 Distribu-
tion: A, B-05, 09, 26, (Field Only).
- AD-547 REQUEST FOR DISPOSITION OF INACTIVE RECORDS 8-20-46
Distribution: A (except A-31), B-(Washington Only).
- AD-548 RECORDS INVENTORY, APPRAISAL AND DISPOSITION WORK SHEET
8-20-46 Distribution: A(except A-31), B-(Field Only).
- AD-555 REPORT AND CERTIFICATION OF NIGHT DIFFERENTIAL 10-2-46
Distribution: A, B..

TABLE OF CONTENTS - FORMS MANUAL "A"

"CA" FORMS

- CA-1 EMPLOYEE'S NOTICE OF INJURY OR OCCUPATIONAL DISEASE 8-5-46
Distribution: A, B, C. On both front and reverse of the form
under "Distribution" after "Field" change the word "returned"
to "retained".
- CA-2 OFFICIAL SUPERIOR'S REPORT OF INJURY 8-5-46 Distribution:
A, B, C.
- CA-3 REPORT OF TERMINATION OF TOTAL DISABILITY 8-5-46 Distri-
bution: A, B, C.
- CA-4 CLAIM FOR COMPENSATION ON ACCOUNT OF INJURY 8-5-46 Distri-
bution: A, B, C.
- CA-5 CLAIM FOR COMPENSATION ON ACCOUNT OF DEATH 8-5-46 Distribu-
tion: A, B, C.
- CA-8 CLAIM FOR CONTINUANCE OF COMPENSATION ON ACCOUNT OF DISABILITY
8-5-46 Distribution: A, B, C.
- CA-16 REQUEST FOR TREATMENT OF INJURY UNDER THE UNITED STATES EMPLOYEES'
COMPENSATION ACT 8-5-46 Distribution: A, B, C.
- CA-17 REQUEST FOR TREATMENT OF INJURY UNDER THE UNITED STATES EMPLOYEES'
COMPENSATION ACT WHEN CAUSE OF INJURY IS IN DOUBT 8-5-46
Distribution: A, B, C.
- CA-32 REPORT OF HERNIA 8-5-46 Distribution: A, B, C.

"CCC" FORMS

- CCC-414 REQUEST FOR COMPENSATORY TIME 4-24-47 Distribution: A, B.

"CSC" FORMS

- CSC-2806 RETIREMENT RECORD CARD 9-23-46 Distribution: A, B-09, 15.
- CSC-2806-1 DESIGNATION, CHANGE, OR REVOCATION OF BENEFICIARY 9-23-46
Distribution: A, B.

TABLE OF CONTENTS - FORMS MANUAL "A"

"CSC" FORMS Cont'd

CSC-3000 RETIREMENT DEATH CLAIM 9-20-46 Distribution: A, B-26.

CSC-3001 APPLICATION FOR RETIREMENT ANNUITY 9-23-46 Distribution: A, B-26.

CSC-3002 APPLICATION FOR RETIREMENT ON ACCOUNT OF TOTAL DISABILITY 9-30-46 Distribution: A, B-26.

CSQ-3005 APPLICATION FOR REFUND OF RETIREMENT DEDUCTIONS 9-23-46 Distribution: A, B-26.

CSC-3012 APPLICATION FOR SERVICE CREDIT 9-23-46 Distribution: A, B.

CSC-3037 STATEMENT OF ACCOUNT OF OVERDRAWN ANNUAL AND/OR SICK LEAVE 9-23-46 Distribution: A, B-09, 15.

CSC-3471 ELECTION TO MAKE VOLUNTARY CONTRIBUTIONS 9-23-46 Distribution: A, B.

"FDA" FORMS

FDA-463 DETAILED INFORMATION REGARDING SPACE TO BE LEASED OR LEASE TO BE RENEWED 10-23-46 Distribution: A (except A-31), B-(Field Only).

FDA-594 ABSTRACT OF DELIVERY ORDERS 7-15-46 Distribution: A, B-05, 09, 16, 18, 26, 30.

FDA-596 PUBLIC WEIGHMASTER'S CERTIFICATE 6-3-47 Distribution: A, B-05, 09, 16, 18, 26, 30.

FDA-670 FAIR MARKET VALUE STATEMENT IN SUPPORT OF LEASE 10-23-46 Distribution: A (except A-31), B-(Field Only).

FDA-806 NOTICE OF ALLOCATION 7-15-46 Distribution: A, B-05, 09, 16, 18, 26, 30.

"FFC" FORMS

FFC-3R REPORT OF FIRE ON GOVERNMENT-OWNED OR LEASED PROPERTY 4-4-47 Distribution: A, B, C.

TABLE OF CONTENTS - FORMS MANUAL "A"

"FP" FORMS

FP-51 AGREEMENT WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE
FOR DISTRIBUTION AND USE OF COMMODITIES 9-5-46 Distribu-
tion: A, B-(Washington Only).

"PBA" FORMS

PBA-10-292 REQUEST FOR WORK TO BE PERFORMED 10-9-46 Distribution: A-
(except A-31), B-(Washington Only).

"PMA" FORMS

PMA-74 FIELD RECORD ENVELOPE 6-11-47 Distribution: A, B-05, 09,
16, 18, 26, 30.

PMA-76 ABSTRACT AND AVAILABILITY RECORD 4-30-46 Distribution: A, B.

PMA-77 CONTRACT TERMINATION RECORD 3-20-46 Distribution: A, B-(Washington
Only).

PMA-85 DIRECTORY OF SHIPPING AND STORAGE FIELD OFFICES 4-16-47
Distribution: A, B.

PMA-100 STANDARD CONTRACT CONDITIONS 4-24-46 Distribution: A,
B-(except 05), (26 Field).

PMA-115 ABSTRACT AND TABULATION OF BIDS RECEIVED 10-23-46 Distribu-
tion: A-(except A-14), B-(Field Only).

PMA-138 EXPORT PACKAGING SPECIFICATIONS 7-17-46 Distribution: A, B.

PMA-140 NEGOTIATED SALES CONTRACT 7-17-46 Distribution: A, B.

PMA-150 PURCHASE ORDER 6-10-47 Distribution: A, B.

PMA-151 AUTHORIZATION OF EXCESS OVERTIME 11-27-46 Distribution: A,
B.

PMA-152 CERTIFICATION OF EXCESS OVERTIME PERFORMED 11-27-46 Distri-
bution: A, B.

TABLE OF CONTENTS - FORMS MANUAL "A"

"PMA" FORMS Cont'd

PMA-164 REQUEST FOR APPROVAL OF VETERAN TRAINING 5-23-46 Distribution: A, B.

PMA-165 EMPLOYEE PROGRESS REPORT 9-6-46 Distribution: A, B.

PMA-171 PROGRAM AUTHORIZATION 6-4-47 Distribution: A, B-05, 09, 16, 18, 26, 30.

PMA-180 CONDITIONS FOR TRANSFER OF SURPLUS PROPERTY 7-10-46 Distribution: A, B.

PMA-182 TABULATION OF OFFERS AND ACCEPTANCES 6-5-46 Distribution: A, B.

PMA-182a TABULATION OF OFFERS AND ACCEPTANCES - SUPPLEMENTAL 6-5-46 Distribution: A, B.

PMA-213 MONTHLY REPORT OF PERSONNEL 7-7-47 Distribution: A, B-09.

PMA-227 POWER OF ATTORNEY FOR AN AGENT OF CORPORATION 8-30-46 Distribution: A, B. Opposite "Procedure Covering Use," delete "124.2" and on same line delete "other".

PMA-228 POWER OF ATTORNEY AND DESIGNATION OF AGENCY BY PERSONS OTHER THAN CORPORATIONS 8-30-46 Distribution: A, B. Opposite "Procedure Covering Use," delete "124.2" and on same line delete "other".

PMA-235 CONDITIONS FOR SALE OF CCC-OWNED COMMODITIES TO GOVERNMENT AGENCIES 9-11-46 Distribution: A, B. After "Procedure Covering Use," delete "None" and insert "128.15".

PMA-237 GENERAL INFORMATION AND CONDITIONS FOR SALE OF SURPLUS PROPERTY 2-10-47 Distribution: A, B.

PMA-239 RETIREMENT RECORD DATA 1-15-47 Distribution: A, B.

PMA-248 PURCHASE CONTROL RECORD 6-4-47 Distribution: A, B-05, 09, 16, 18, 26, 30.

PMA-249 REPORT OF FIELD PURCHASES 6-4-47 Distribution: A, B-05, 09, 16, 18, 26, 30.

PMA-283 CHECK LIST OF ABSTRACTS AND RELATED DOCUMENTS ISSUED 7-25-46 Distribution: A, B.

TABLE OF CONTENTS - FORMS MANUAL "A"

"PMA" FORMS Cont'd

PMA-291 WEEKLY PERFORMANCE REPORT 10-2-46 Distribution: A, B-(except B-24, 26, Field)

PMA-291a INSTRUCTIONS TO PACKAGING AND PROCESSING CONTRACTORS 10-8-46 Distribution: A, B-(except B-24, 26, Field).

PMA-300 AMENDMENT PROPOSAL 11-6-46 Distribution: A, B.

PMA-301 DIRECTORY OF AREA FISCAL OFFICES 10-9-46 Distribution: A, B.

PMA-341a REQUEST FOR DITTO WORK 3-8-48 Distribution: A, B-(Washington Only).

PMA-375 CONSIGNEE'S RECEIPT 6-10-47 Distribution: A, B-05, 09, 16, 18, 26, 30.

PMA-413 MARKET NEWS SERVICE JOINT OPERATING COMMITTEE 8-8-47 Distribution:A.

PMA-417 NOMINATION FOR HONOR AWARDS 8-11-47 Distribution: A, B.
Change instructions for "Preparation" to read as follows:
"Distinguished or Superior:" "Original and 9 copies by initiating person." Change instructions for "Distribution" to read as follows: "original and 9 copies to Branch Key Management Representative in Washington, who retains one copy and sends balance to PMA Key Management Representative. One copy is retained for the Central PMA Management Improvement and Suggestion Awards Committee files and the original and 7 copies are sent to the Office of Personnel."

PMA-418 ANALYSIS OF MAN-MONTHS BY WORK PROGRAMS (DIRECT ALLOTMENTS) 8-12-47 Distribution: A, B-05, 09, 26, Field Only)

"PMA" FORM LETTERS

PMA-L-14 REFUND OF RETIREMENT DEDUCTIONS 9-30-46 Distribution: A, B-26.

PMA-L-15 RETIREMENT - APPLICATION FOR REFUND 9-30-46 Distribution: A, B-09.

PMA-L-16 RETIREMENT - INFORMATION RE FUTURE ANNUITY 9-30-46 Distribution: A, B-26.

TABLE OF CONTENTS - FORMS MANUAL "A"

"PMA" FORM LETTERS Cont'd

PMA-L-17 RETIREMENT - INFORMATION RE IMMEDIATE ANNUITY 9-30-47
Distribution: A, B-26.

PMA-L-18 VERIFICATION OF SERVICE 9-30-46 Distribution: A, B-26.

"PO" FORMS

PO-3811 RETURN RECEIPT 4-29-46 Distribution: A, B-(Washington
Only).

STANDARD FORMS

SF-37 NOTICE OF RETIREMENT 9-20-46 Distribution: A, B-26.

SF-40 CONTRACT FOR TELEPHONE SERVICE 10-23-46 Distribution: A,
(except A-31), B-(Field Only).

SF-51 REPORT OF EFFICIENCY RATING 1-20-48 Distribution: A, B.

SF-57 APPLICATION FOR FEDERAL EMPLOYMENT 1-20-48 Distribu-
tion: A, B.

SF-62 RECORD OR REQUEST FOR APPROVAL OF PROMOTION AND/OR
REASSIGNMENT 1-16-45 Distribution: A, B.

SF-1012 VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT OF EXPENSES
Revised INCIDENT TO OFFICIAL TRAVEL 4-9-46 Distribution: A, B.
Insertion No. 1, 6 pages; Insertion No. 2, 3 pages;
Insertion No. 3, 3 pages.

SF-1012d RECEIPT FOR CASH SUBVOUCHER 4-9-46 Distribution: A, B.
Revised

SF-1030 GOVERNMENT REQUEST FOR TRANSPORTATION 4-9-46 Distribu-
SF-1031 tion: A, B.

SF-1039 STATEMENT OF ADVANCE OF FUNDS FOR TRAVEL EXPENSES 4-9-46
Revised Distribution: A, B. Change preparation from "Original
Only" to "Original and one copy".

SF-1094 U.S. GOVERNMENT TAX EXEMPTION CERTIFICATE 4-9-46 Dis-
tribution: A, B.

TABLE OF CONTENTS - FORMS MANUAL "A"

STANDARD FORMS Cont'd

SF-1099 SIGNATURE CARD 9-23-46 Distribution: A, B-26.

SF-1103 U.S. GOVERNMENT BILL OF LADING 11-6-46 Distribution: A, (except A-31), B.

SF-1107 TEMPORARY RECEIPT IN LIEU OF U.S. GOVERNMENT BILL OF LADING 11-4-46 Distribution: A-(except A-31), B.

SF-1108 CERTIFICATE IN LIEU OF LOST U.S. GOVERNMENT BILL OF LADING 11-4-46 Distribution: A-(except A-31), B.

SF-1121 BILL OF LADING ACCOUNTABILITY RECORD 11-6-46 Distribution: A-(except A-31), B.

SF-1130 TIME AND ATTENDANCE REPORT 12-19-46 Distribution: A, B-(Field Only).

SF-1135 TIME AND ATTENDANCE REPORT 12-18-46 Distribution: A-(Washington Only), B-(Washington Only).

"SMA" FORMS

SMA-120 PUBLIC VOUCHER - PURCHASE PROGRAMS 7-15-46 Distribution: A, B-05, 09, 16, 18, 26, 30. Delete reference opposite "Procedure Covering Use." Insert "Individual program procedures".

SMA-1292 LOADING INSTRUCTIONS 7-15-46 Distribution: A, B-05, 09, 16, 18, 26, 30. After "Procedure Covering Use" delete "124.2 for price support purchase programs (fruits and vegetables raw form)" and insert "Individual program procedures".

"SS" FORMS

SS-42 REQUEST FOR COMMODITY INSPECTION 1-22-46 Distribution: A, B-(Washington Only), B-12, 18, 19, 22, 30 (Field).

SS-43 SAMPLING REPORT 1-22-46 Distribution: A, B-(Washington Only), and B-12, 18, 19, 22, 30 (Field).

TABLE OF CONTENTS - FORMS MANUAL "A"

"TF" FORMS

TF-2254 INDIVIDUAL AUTHORIZATION CARD AND TREASURY FORM, RECORD OF
PAYROLL ALLOTMENTS 8-15-46 Distribution: A, B.

UNNUMBERED LIBRARY PURCHASE ORDER 8-8-46 Distribution: A-(except
FORM A-31), B.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

TABLE OF CONTENTS - FORMS MANUAL "B"

"AD" FORMS

AD-14 REQUEST FOR SUPPLIES, EQUIPMENT OR SERVICE 10-8-46
Distribution: A, B.

AD-39 RESIGNATION FORM - NO TITLE 6-12-46 Distribution:
A, B.

AD-61 REQUEST FOR AUTHORIZATION TO ATTEND MEETING 4-9-46
Distribution: A, B.

AD-106 PROPERTY RECORD (NONEXPENDABLE PROPERTY) 9-20-46
Distribution: A-(except A-31), B.

AD-106 PROPERTY RECORD (PURCHASED PUBLISHED MATERIAL) 8-8-46
Distribution: A-(except A-31), B.

AD-107 REPORT OF TRANSFER OF PROPERTY 9-20-46 Distribution:
A-(except A-31), B.

AD-108 REPORT OF PROPERTY CONSTRUCTED 9-20-46 Distribution:
A-(except A-31), B.

AD-109 REPORT OF SURPLUS OR UNSERVICEABLE PROPERTY 9-20-46
Distribution: A-(except A-31), B.

AD-110 AUTHORIZATION FOR DISPOSITION OF SERVICEABLE PROPERTY
9-20-46 Distribution: A-(except A-31), B.

AD-111 REPORT OF DISPOSITION OF PROPERTY 9-20-46 Distri-
bution: A-(except A-31), B.

AD-112 REPORT OF LOSS OR DAMAGE OF PROPERTY 9-20-46 Distri-
bution: A-(except A-31), B.

AD-113 PHYSICAL INVENTORY REPORT (PURCHASED PUBLISHED MATERIAL)
8-8-46 Distribution: A-(except A-31), B.

AD-113 PHYSICAL INVENTORY REPORT (NONEXPENDABLE PROPERTY)
9-20-46 Distribution: A-(except A-31), B.

AD-126 PERSONNEL NOTIFICATION 6-17-46 Distribution: A, B.

AD-139 FINAL SALARY PAYMENT REPORTS 3-26-47 Distribution: A, B.

AD-154 JUSTIFICATION FOR AIR TRAVEL 4-9-46 Distribution: A, B.

AD-196 REQUEST FOR RETIREMENT RECORD CARD 9-23-46 Distri-
bution: A, B-09.

TABLE OF CONTENTS - FORMS MANUAL "B"

"AD" FORMS Cont'd

AD-200 REQUEST FOR AUTHORIZATION OR AMENDMENT 6-17-46
Distribution: A, B.

AD-202 AUTHORIZATION - TRAVEL Three insertions: (1)
Transfer of Official Station, (2) Individual LA,
(3) Sub-LA 6-17-46 Distribution: A, B.

AD-204 AUTHORIZATION - GENERAL Two insertions: (1) when
a Sub-LA is not required, (2) when a Sub-LA is
required 6-17-46 Distribution: A, B.

AD-206 AUTHORIZATION - AMENDMENT Two insertions: (1)
Amendment to and Individual LA, (2) Amendment to a
Sub-LA 6-17-46 Distribution: A, B.

AD-244 REQUEST FOR PURCHASE OF PUBLICATION 8-8-46 Distri-
bution: A-(except A-31), B.

AD-250 ACCIDENT REPORT 11-5-46 Distribution: A-(except
A-31), B.

AD-252 MOVEMENT OF HOUSEHOLD GOODS AT GOVERNMENT EXPENSE
5-1-46 Distribution: A-(except A-31), B.

AD-258 PRERENEWAL CANVASS STATEMENT 10-23-46 Distribution:
A-(except A-31), (B-Field Only).

AD-270 REQUEST FOR REPRODUCTION SERVICES AND/OR FORM SPECI-
and FICATIONS Six insertions: (1) For Requesting
AD-270-A Circularization of Mailing List, (2) For Ordering
use of Mailing List 7-11-46, (3) For Requesting
Conventional Printing, (4) For Requesting Printing
of Snap-Out Forms, (5) For Requesting Duplication
of a Form, (6) For Requesting Duplication of Reports,
Unnumbered Memorandums, Etc. 3-8-48 Distribution: A,
(B-Washington Only). At the bottom of the page,
Insertion 1, immediately above heavy black line,
following "Procedure Covering Use", change 127.15 to
446.1.

AD-271 REQUEST FOR PHOTOGRAPHIC SERVICES 3-8-48 Distribu-
tion: A, B-(Washington Only).

TABLE OF CONTENTS - FORMS MANUAL "B"

"AD" FORMS Cont'd

AD-273 REQUEST FOR NEW AND/OR ADDITIONS TO EXISTING MAILING CODES Two insertions: (1) For Establishing New Lists, (2) For Requesting Additions to Existing Mailing Lists 7-11-47 Distribution: A, B-(Washington Only). At the bottom of the page, Insertion 1, immediately above heavy black line, following "Procedure Covering Use," change 127.15 to 446.1.

AD-274 DUPLICATING SHORT ORDER REQUISITION 3-8-48 Distribution: A, B-(Washington Only).

AD-275 MANAGEMENT IMPROVEMENT REPORT 5-28-46 Distribution: A, B.

AD-287 WORK IMPROVEMENT PROPOSAL 5-28-46 Distribution: A, B.

AD-514 REFERENCE SLIP 8-13-46 Distribution: A, B.

AD-517 REQUEST FOR PERSONNEL ACTION 1-16-46 Distribution: A, B.

AD-529 PROCEDURE REQUEST 10-24-45 Distribution: A, B. At the bottom of the page, immediately following "Distribution," insert the following: "To Washington Administrative Officer of the branch or staff office for forwarding."

AD-530 ESTIMATE OF QUARTERLY PERSONNEL REQUIREMENTS 5-10-46 Distribution: A, B-05, 09, 26 (Field Only).

AD-532 ANALYSIS OF MAN-MONTHS BY WORK PROGRAMS Distribution: A, B-05, 09, 26 (Field Only).

AD-536 REQUEST FOR APPOINTMENT OF CONSULTANTS WITHOUT COMPENSATION 1-16-46 Distribution: A, B.

AD-546 NOTICE OF PERSONNEL CEILING ALLOTMENT 3-12-47 Distribution: A, B-05, 09, 26, (Field Only).

AD-547 REQUEST FOR DISPOSITION OF INACTIVE RECORDS 8-20-46 Distribution: A-(except A-31), B-(Washington Only).

TABLE OF CONTENTS - FORMS MANUAL "B"

"AD" FORMS Cont'd

- AD-548 RECORDS INVENTORY, APPRAISAL AND DISPOSITION WORK SHEET 8-20-46 Distribution: A-(except A-31), B-(Field Only).
- AD-555 REPORT AND CERTIFICATION OF NIGHT DIFFERENTIAL 10-2-46 Distribution: A, B.

"CA" FORMS

- CA-1 EMPLOYEE'S NOTICE OF INJURY OR OCCUPATIONAL DISEASE 8-5-46 Distribution: A, B, C. On both front and reverse of the form under "Distribution" after "Field" change the word "returned" to "retained".
- CA-2 OFFICIAL SUPERIOR'S REPORT OF INJURY 8-5-46 Distribution: A, B, C.
- CA-3 REPORT OF TERMINATION OF TOTAL DISABILITY 8-5-46 Distribution: A, B, C.
- CA-4 CLAIM FOR COMPENSATION ON ACCOUNT OF INJURY 8-5-46 Distribution: A, B, C.
- CA-5 CLAIM FOR COMPENSATION ON ACCOUNT OF DEATH 8-5-46 Distribution: A, B, C.
- CA-8 CLAIM FOR CONTINUANCE OF COMPENSATION ON ACCOUNT OF DISABILITY 8-5-46 Distribution: A, B, C.
- CA-16 REQUEST FOR TREATMENT OF INJURY UNDER THE UNITED STATES EMPLOYEES' COMPENSATION ACT 8-5-46 Distribution: A, B, C.
- CA-17 REQUEST FOR TREATMENT OF INJURY UNDER THE UNITED STATES EMPLOYEES' COMPENSATION ACT WHEN CAUSE OF INJURY IS IN DOUBT 8-5-46 Distribution: A, B, C.
- CA-32 REPORT OF HERNIA 8-5-46 Distribution: A, B, C.

"CCC" FORMS

- CCC-414 REQUEST FOR COMPENSATORY TIME 4-24-47 Distribution: A, B.

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"CSC" FORMS

CSC-2806 RETIREMENT RECORD CARD 9-23-46 Distribution: A, B-09, 15.

CSC-2806-1 DESIGNATION, CHANGE, OR REVOCATION OF BENEFICIARY 9-23-46 Distribution: A, B.

CSC-3000 RETIREMENT DEATH CLAIM 9-20-46 Distribution: A, B-26.

CSC-3001 APPLICATION FOR RETIREMENT ANNUITY 9-23-46 Distribution: A, B-26.

CSC-3002 APPLICATION FOR RETIREMENT ON ACCOUNT OF TOTAL DISABILITY 9-30-46 Distribution: A, B-26.

CSC-3005 APPLICATION FOR REFUND OF RETIREMENT DEDUCTIONS 9-23-46 Distribution: A, B-26.

CSC-3012 APPLICATION FOR SERVICE CREDIT 9-23-46 Distribution: A, B.

CSC-3037 STATEMENT OF ACCOUNT OF OVERDRAWN ANNUAL AND/OR SICK LEAVE 9-23-46 Distribution: A, B-09, 15.

CSC-3471 ELECTION TO MAKE VOLUNTARY CONTRIBUTIONS 9-23-46 Distribution: A, B.

"FDA" FORMS

FDA-463 DETAILED INFORMATION REGARDING SPACE TO BE LEASED OR LEASE TO BE RENEWED 10-23-46 Distribution: A-(except A-31), B-(Field Only).

FDA-594 ABSTRACT OF DELIVERY ORDERS 7-15-46 Distribution: A, B-05, 09, 16, 18, 26, 30.

FDA-596 PUBLIC WEIGHMASTER'S CERTIFICATE 6-3-47 Distribution: A, B-05, 09, 16, 18, 26, 30.

FDA-670 FAIR MARKET VALUE STATEMENT IN SUPPORT OF LEASE 10-23-46 Distribution: A-(except A-31), B-(Field Only).

TABLE OF CONTENTS -- FORMS MANUAL "B"

"FDA" FORMS Cont'd

FDA-806 NOTICE OF ALLOCATION 7-15-46 Distribution: A, B-05,
09, 16, 18, 26, 30.

"FFC" FORMS

FFC-3R REPORT OF FIRE ON GOVERNMENT-OWNED OR LEASED PROPERTY
4-4-47 Distribution: A, B, C.

"FP" FORMS

FP-51 AGREEMENT WITH THE UNITED STATES DEPARTMENT OF
AGRICULTURE FOR DISTRIBUTION AND USE OF COMMODITIES
9-5-46 Distribution: A, B-(Washington Only).

"PBA" FORMS

PBA-10-292 REQUEST FOR WORK TO BE PERFORMED 10-9-46 Distri-
bution: A-(except A-31), B-(Washington Only).

"PMA" FORMS

PMA-74 FIELD RECORD ENVELOPE 6-11-47 Distribution: A,
B-05, 09, 16, 18, 26, 30.

PMA-76 ABSTRACT AND AVAILABILITY RECORD 4-30-46 Distri-
bution: A, B.

PMA-77 CONTRACT TERMINATION RECORD 3-20-46 Distribution:
A, B-(Washington Only).

PMA-85 DIRECTORY OF SHIPPING AND STORAGE FIELD OFFICES
4-16-47 Distribution: A, B.

PMA-100 STANDARD CONTRACT CONDITIONS 4-24-46 Distribution:
A, B-(except 05), (26 Field).

PMA-115 ABSTRACT AND TABULATION OF BIDS RECEIVED 10-23-46
Distribution: A-(except A-14), B-(Field Only).

TABLE OF CONTENTS - FORMS MANUAL "B"

"PMA" FORMS Cont'd

PMA-138	EXPORT PACKAGING SPECIFICATIONS 7-17-46 Distribution: A, B.
PMA-140	NEGOTIATED SALES CONTRACT 7-17-46 Distribution: A, B.
PMA-150	PURCHASE ORDER 6-10-47 Distribution: A, B.
PMA-151	AUTHORIZATION OF EXCESS OVERTIME 11-27-46 Distribution: A, B.
PMA-152	CERTIFICATION OF EXCESS OVERTIME PERFORMED 11-27-46 Distribution: A, B.
PMA-164	REQUEST FOR APPROVAL OF VETERAN TRAINING 5-23-46 Distribution: A, B.
PMA-165	EMPLOYEE PROGRESS REPORT 9-6-46 Distribution: A, B.
PMA-171	PROGRAM AUTHORIZATION 6-4-47 Distribution: A, B-05, 09, 16, 18, 26, 30.
PMA-180	CONDITIONS FOR TRANSFER OF SURPLUS PROPERTY 7-10-46 Distribution: A, B.
PMA-182	TABULATION OF OFFERS AND ACCEPTANCES 6-5-46 Distribution: A, B.
PMA-182a	TABULATION OF OFFERS AND ACCEPTANCES - SUPPLEMENTAL 6-5-46 Distribution: A, B.
PMA-213	MONTHLY REPORT OF PERSONNEL 7-7-47 Distribution: A, B-09.
PMA-227	POWER OF ATTORNEY FOR AN AGENT OF CORPORATION 8-30-46 Distribution: A, B. Opposite "Procedure Covering Use," delete "124.2" and on same line delete "other."
PMA-228	POWER OF ATTORNEY AND DESIGNATION OF AGENCY BY PERSONS OTHER THAN CORPORATIONS 8-30-46 Distribution: A, B. Opposite "Procedure Covering Use," delete "124.2" and on same line delete "other."

TABLE OF CONTENTS - FORMS MANUAL "B"

"FMA" FORMS Cont'd

PMA-235 CONDITIONS FOR SALE OF CCC-OWNED COMMODITIES TO GOVERNMENT AGENCIES 9-11-46 Distribution: A, B. After "Procedure Covering Use," delete "None" and insert "128. 15."

PMA-237 GENERAL INFORMATION AND CONDITIONS FOR SALE OF SURPLUS PROPERTY 2-10-47 Distribution: A, B.

PMA-239 RETIREMENT RECORD DATA 1-15-47 Distribution: A, B.

PMA-248 PURCHASE CONTROL RECORD 6-4-47 Distribution: A, B-05, 09, 16, 18, 26, 30.

PMA-249 REPORT OF FIELD PURCHASES 6-4-47 Distribution: A, B-05, 09, 16, 18, 26, 30.

PMA-283 CHECK LIST OF ABSTRACTS AND RELATED DOCUMENTS ISSUED 7-25-46 Distribution: A, B.

PMA-291 WEEKLY PERFORMANCE REPORT 10-2-46 Distribution: A, B-(except B-24, 26, Field).

PMA-291a INSTRUCTIONS TO PACKAGING AND PROCESSING CONTRACTORS 10-8-46 Distribution: A, B-(except B-24, 26 Field).

PMA-300 AMENDMENT PROPOSAL 11-6-46 Distribution: A, B.

PMA-301 DIRECTORY OF AREA FISCAL OFFICES 10-9-46 Distribution: A, B.

PMA-341a REQUEST FOR DITTO WORK 3-8-48 Distribution: A, B-(Washington Only).

PMA-375 CONSIGNEE'S RECEIPT 6-10-47 Distribution: A, B-05, 09, 16, 18, 26, 30.

PMA-417 NOMINATION FOR HONOR AWARDS 8-11-47 Distribution: A, B. Change instructions for "Preparation" to read as follows: "Distinguished or Superior:" "Original and 9 copies by initiating person." Change instructions for "Distribution" to read as follows: "original and 9 copies to Branch Key Management Representatives in Washington, who retains one copy and sends balance to PMA Key Management Representative. One copy is

TABLE OF CONTENTS - FORMS MANUAL "B"

"PMA" FORMS Cont'd

- PMA-417 retained for the Central PMA Management Improvement
(Cont'd) and Suggestion Awards Committee files and the original and 7 copies are sent to the Office of Personnel."
- PMA-418 ANALYSIS OF MAN-MONTHS BY WORK PROGRAMS (DIRECT ALLOTMENTS) 8-12-47 Distribution: A, B-05, 09, 26, Field Only).

"PMA" FORM LETTERS

- PMA-L-14 REFUND OF RETIREMENT DEDUCTIONS 9-30-46 Distribution: A, B-26.
- PMA-L-15 RETIREMENT - APPLICATION FOR REFUND 9-30-46 Distribution: A, B-09.
- PMA-L-16 RETIREMENT - INFORMATION RE FUTURE ANNUITY 9-30-46 Distribution: A, B-26.
- PMA-L-17 RETIREMENT - INFORMATION RE IMMEDIATE ANNUITY 9-30-47 Distribution: A, B-26.
- PMA-L-18 VERIFICATION OF SERVICE 9-30-46 Distribution: A, B-26.

"PO" FORMS

- PO-3811 RETURN RECEIPT 4-29-46 Distribution: A, B-(Washington Only).

STANDARD FORMS

- SF-37 NOTICE OF RETIREMENT 9-20-46 Distribution: A, B-26.
- SF-40 CONTRACT FOR TELEPHONE SERVICE 10-23-46 Distribution: A-(except A-31), B-(Field Only).
- SF-51 REPORT OF EFFICIENCY RATING 1-20-48 Distribution: A, B.

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STANDARD FORMS Cont'd

SF-57	APPLICATION FOR FEDERAL EMPLOYMENT 1-20-48 Distribution: A, B.
SF-62	RECORD OR REQUEST FOR APPROVAL OF PROMOTION AND/OR REASSIGNMENT 1-16-45 Distribution: A, B.
SF-1012 Revised	VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT OF EXPENSES INCIDENT TO OFFICIAL TRAVEL 4-9-46 Distribution: A, B. Insertion No. 1, 6 pages; Insertion No. 2, 3 pages; Insertion No. 3, 3 pages.
SF-1012d Revised	RECEIPT FOR CASH SUBVOUCHER 4-9-46 Distribution: A, B.
SF-1030 SF-1031	GOVERNMENT REQUEST FOR TRANSPORTATION 4-9-46 Distribution: A, B.
SF-1039 Revised	STATEMENT OF ADVANCE OF FUNDS FOR TRAVEL EXPENSES 4-9-46 Distribution: A, B. Change preparation from "Original Only" to "Original and one copy."
SF-1094	U. S. GOVERNMENT TAX EXEMPTION CERTIFICATE 4-9-46 Distribution: A, B.
SF-1099	SIGNATURE CARD 9-23-46 Distribution: A, B-26.
SF-1103	U. S. GOVERNMENT BILL OF LADING 11-6-46 Distribution: A-(except A-31), B.
SF-1107	TEMPORARY RECEIPT IN LIEU OF U. S. GOVERNMENT BILL OF LADING 11-4-46 Distribution: A-(except A-31), B.
SF-1108	CERTIFICATE IN LIEU OF LOST U. S. GOVERNMENT BILL OF LADING 11-4-46 Distribution: A-(except A-31), B.
SF-1121	BILL OF LADING ACCOUNTABILITY RECORD 11-6-46 Distribution: A-(except A-31), B.
SF-1130	TIME AND ATTENDANCE REPORT 12-19-46 Distribution: A, B-(Field Only).
SF-1135	TIME AND ATTENDANCE REPORT 12-18-46 Distribution: A-(Washington Only), B-(Washington Only).

TABLE OF CONTENTS - FORMS MANUAL "B"

"SMA" FORMS

- SMA-120 PUBLIC VOUCHER - PURCHASE PROGRAMS 7-15-46 Distribution: A, B-05, 09, 16, 18, 26, 30. Delete reference opposite "Procedure Covering Use." Insert "Individual program procedures".
- SMA-1292 LOADING INSTRUCTIONS 7-15-46 Distribution: A, B-05, 09, 16, 18, 26, 30. After "Procedure Covering Use" delete "124.2 for price support purchase programs (fruits and vegetables raw form)" and insert "Individual program procedures".

"SS" FORMS

- SS-42 REQUEST FOR COMMODITY INSPECTION 1-22-46 Distribution: A, B-(Washington Only), B-12, 18, 19, 22, 30 (Field).
- SS-43 SAMPLING REPORT 1-22-46 Distribution: A, B-(Washington Only), and B-12, 18, 19, 22, 30 (Field).

"TF" FORMS

- TF-2254 INDIVIDUAL AUTHORIZATION CARD AND TREASURY FORM, RECORD OF PAYROLL ALLOTMENTS 8-15-46 Distribution: A, B.

UNNUMBERED LIBRARY PURCHASE ORDER 8-8-46 Distribution: A-FORM (except A-31), B.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

PMA PROCEDURE CLASSIFICATION CHART 10-24-45 (Distribution A, B). After 148 insert "Radio"; after 149 insert "Duplicated Material"; change 343 from "Victory Bonds" to "Savings Bonds"; after 249 insert "Reports"; after 308 insert "Records"; after 309 insert "Reports"; after 239 insert "Details"; after 335 insert "Veterans"; after 446 insert "Mailing Lists"; after 449 insert "Reports"; after 457 insert "Publication of Documents".

SUBJECT INDEX TO PMA MANUAL INSTRUCTIONS.

ADMINISTRATION - 100 SERIES

100 - Basic

- 101.1 AUTHORITIES OF THE DIRECTOR OF THE BUDGET AND MANAGEMENT BRANCH 5-28-46 Distribution A. Delete par. I D, "Approve travel for employees in the Office of the Administrator and for the Staff Officers. This authority may be redelegated." Delete par. I J 2, "Travel outside the continental limits of the United States," par. I J 3, "Travel of individuals other than Government officials and employees," par. I J 4, "Payment of transportation expenses of the immediate family," and par. I J 5, "Attendance at meetings." Delete par. K, "Approves travel authorizations of directors of branches and staff offices. The Deputy Administrator, or any Assistant Administrator approves travel authorizations of the Director of the BM Branch." All deleted paragraphs are superseded by Instruction 211.1, 10-31-47.
- 101.2 ADMINISTRATIVE AUTHORITIES 2-13-46 Distribution A, B.
- EXHIBIT A-06 2-13-46 Distribution: A, B-05, 07, 26, Field Only. This Exhibit was formerly numbered "A-04".
- EXHIBIT A-07 Rev. 2-18-46 Distribution: A, B-05, 07, 26, Field Only. In "Approve Requests for Personnel Action" column, change "CAF-12" to "CAF-11."
- EXHIBIT A-10 2-13-46 Distribution: A, B-05, 10, 26, Field Only. This Exhibit was formerly numbered "A-09."
- EXHIBIT A-11 2-13-46 Distribution: A, B-05, 11, 26, Field Only. This Exhibit was formerly numbered "A-10." In the "Area of Responsibility" column delete all references to "District 6" and insert "El Paso" therefor; after "Memphis" add "North Carolina and Texas"; delete "Lockport," "Gilman," "Janesville," "Charlotte," "Taylor" and "Los Angeles." DO NOT delete the names of the States.

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(100 Basic - 101.2)

EXHIBIT A-12 10-22-47 Distribution: A, B-05, 12, 26, Field Only. This Exhibit was formerly numbered "A-11."

EXHIBIT A-13 2-13-46 Distribution: A, B-05, 13, 26, Field Only. This Exhibit was formerly numbered "A-12."

EXHIBIT A-15 2-18-46 Distribution: A, B-05, 26, Field Only. Under "Approve Request" column change "CAF-8" to "CAF-7" and add ditto marks opposite the Assistant Area Fiscal Officer at Philadelphia and Portland. Also add ditto marks in "Approve Requisitions for Supplies and Equipment" column opposite the Assistant Area Fiscal Officer at Portland. Delete "(Labor Branch Activities)" in "Area of Responsibility" column. In the "Approve Requests for Personnel Action" column after "Grade CAF-7" place an asterisk. Add as footnote at the bottom of the page "* For grades CAF-8 and above, the Director or an Assistant Director of the FI Branch is the approving official."

EXHIBIT A-16 11-20-47 Distribution: A, B-05, 26, Field Only. Under column headed "Approve Requisition for Supplies and Equipment," delete "for expendable equipment only" and the ditto marks, and replace with an "x". Change footnote 2/ to read "Prior approval of the Washington Office must be obtained for the purchase of new nonexpendable equipment." Under column headed "Sign Travel Authorization," add "Sub-LA's only, as authorized in Station LA" and add ditto marks under this statement for each office.

EXHIBIT A-18 11-13-47 Distribution: A, B-05, 18, 26, Field Only.

EXHIBIT A-19 3-20-46 Distribution: A, B-05, 19, 26, Field Only. In the "Send Required Forms" column delete "Suboffice in Portland" and insert "San Francisco."

EXHIBIT A-20 2-13-46 Distribution: A, B-05, 20, 26, Field Only.

EXHIBIT A-21 10-20-46 Distribution: A, B-05, 26, Field Only.

EXHIBIT A-22 12-1-47 Distribution: A, B-05, 22, 26, Field Only. On Page 2 of the exhibit, under Standardization and Grading Division, Midwest Area, delete Ottumwa, Iowa; Davenport, Iowa, and Troy, Ohio, and on Page 3 delete Wichita, Kansas, as a sub-office of Kansas City, Missouri, inserting

(100 Basic - 101.2, EXHIBIT A-22)

Wichita, Kansas, as a principal office in the Southwest Area in columns headed "Location" and "Area of Responsibility." Insert ditto marks in remaining columns. Also, insert Tulsa, Oklahoma, in column headed "Area of Responsibility" as a sub-office of Oklahoma City, Oklahoma, Southwest Area. On page 3 of the Exhibit, under Standardization and Grading Division, Western Area, delete Visalia, California, and insert Modesta, California.

EXHIBIT A-24 5-15-47 Distribution: A, B-05, 24, 26.

EXHIBIT A-27 Formerly A-11 2-13-47 Distribution: A, B-05, 26, 27, Field Only. "Area of Responsibility" column of the "Area Representative" at "Chicago, Ill." should read; "Midwest Area, Butler, Pa., Denver, Colo., Newark, N. J. and Buffalo, N. Y."

EXHIBIT A-30 2-13-46 Distribution: A, B-05, 26, 30, Field Only. In "Area of Responsibility" column after "Portland Suboffice," place "4/." Add at the bottom of the page "4/ Western Area BM Suboffice Portland, for AS Activities of the Portland Suboffice." Delete information in all columns for the Seattle, Buffalo, and Boston Offices.

EXHIBIT A-32 1-7-48 Distribution: A, B-05, 26, 32.

EXHIBIT A-34 3-27-47 Distribution: A, B-05, 26, 34, Field Only.

101.3 RESPONSIBILITIES WITHIN THE OFFICE OF THE ADMINISTRATOR
5-31-46 Distribution: A, B.

101.4 TESTIMONY BEFORE CONGRESSIONAL COMMITTEES 4-10-47
Distribution: A, B-(Washington Only).

101.5 ADMINISTRATIVE AND PROGRAM RELATIONSHIPS, NEW YORK
SUGAR, FIBERS, FATS AND OILS OFFICE 7-24-46 Distri-
bution: A, B.

101.6 DESIGNATION OF CCC AND SECTION 32 CONTRACTING OFFICERS
8-8-46 Distribution: A. Add to par. II B 1: "where
CCC program funds are involved and obtain the approval
of the designation by the Administrator, PMA where
Section 32 program funds are involved."

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(100 Basic)

- 101.7 AUTHORITY TO ADMINISTER OATHS OF OFFICE 8-20-47 Distribution: A, B. In par. III, in the designations for the Area Office Cities, add the following:
Cotton Classing Office, Dallas, Texas
Officer in Charge
Acting Officer in Charge
At the top of page 2, substitute the following for the Labor Branch listing:
Personnel Representative, Philadelphia, Pennsylvania
Acting Personnel Representative, Philadelphia, Pennsylvania
Area Representative
Assistant Area Representative
District Supervisor
Area Engineer
Farm Labor Program Supervisor in Charge
Farm Labor Supply Center Manager
- 101.8 ATTENDANCE AT MEETINGS OUTSIDE THE DEPARTMENT 2-26-48 Distribution: A, B.
- 103.1 PROCEDURE SYSTEM 10-15-45 Distribution: A, B. Page 3, par. VI, line 2, between "forwarded" and "to" insert "through the administrative officer of the appropriate Washington branch or staff office."
- 103.2 DISTRIBUTION AND MAINTENANCE OF PMA MANUAL ISSUANCES and EXHIBIT A Distribution A, B. 12-18-47 Par. IV, bottom of page 2, and paragraphs IV A 1 and 2, middle of page 3, change references to PMA Instruction 127.15 to 446.1.
- 103.3 FORMATS AND EDITORIAL STANDARDS FOR PMA PROCEDURE ISSUANCES and EXHIBITS A AND B 4-4-46 Distribution: A, B-(Washington Only.)
- 103.4 DISTRIBUTION OF ADMINISTRATIVE REGULATIONS WITHIN PMA and EXHIBIT A 6-11-46 Distribution: A-(except A-31). Exhibit A, item 4 "Procurement Manual (USDA)" add "Part IV Disposition of Property." Add item 21 "Treasury Procurement Letters."
- 104.1 PMA MANAGEMENT IMPROVEMENT AND SUGGESTION AWARDS COMMITTEES 2-11-48 Distribution: A, B.
- 104.2 EMPLOYEE SUGGESTIONS 5-28-46 Distribution: A, B.
- 104.3 HONOR AWARDS 1-5-48 Distribution: A, B.

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(100 - Basic)

- 105.1 CLEARANCE, CONTROL AND REPRODUCTION OF FORMS 3-28-47
Distribution: A, B-(Washington Only).
- 105.2 PUBLIC DATA FORMS ORIGINATING IN FIELD OFFICES 9-10-46
Distribution: A, B.
- 105.3 FORM STANDARDS - WASHINGTON and EXHIBITS A-F 11-13-46
Distribution: A-(Washington Only), B-(Washington Only).
- 106.2 RELATIONSHIP OF PMA FIELD OFFICES TO BUDGET BUREAU FIELD SERVICE 2-19-47 Distribution: A, B.
- 106.3 COORDINATION OF CCC AND RELATED PROGRAMS IN THE FORMULATIVE STAGES 12-15-47 Distribution: A.
- 109.1 REPORT OF LEGISLATIVE DEVELOPMENTS 6-13-47 Distribution: A, B-(Washington Only).

110 - Organization

- 110.1 FUNCTIONAL ORGANIZATION OF AUDIT BRANCH 12-17-45
Distribution: A, B.
- 110.2 CLEARANCE OF PROPOSALS FOR CHANGES IN ORGANIZATION 1-10-46
Distribution: A, B. Change all references to (1) "Management and Organization (MO) Division" to "Organization and Management (O&M) Division" and (2) "MO Division" to "O&M Division." After the first sentence of par. II add "Attention, Chief of the O&M Division." In the next to last line of par. III B after the word "Approved" add "for PMA."
- 110.3 TRANSFER OF PERSONNEL FUNCTIONS OF THE FIELD SERVICE BRANCH TO THE BUDGET AND MANAGEMENT BRANCH 6-3-46 Distribution: A, B-(Washington), B-05, 26, Field Only.

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(110 - Organization)

- 110.4 ABOLITION OF MATERIALS AND EQUIPMENT BRANCH 3-14-47 Distribution: A, B.
- 110.5 ABOLITION OF THE OFFICE OF TRANSPORTATION OFFICER 3-14-47 Distribution: A, B.
- 110.6 ABOLITION OF THE SPECIAL COMMODITIES BRANCH 3-14-47 Distribution: A, B.
- 110.7 ABOLITION OF THE OFFICE OF REQUIREMENTS AND ALLOCATIONS AND THE OFFICE OF FOREIGN PROGRAMS COORDINATION 3-14-47 Distribution: A, B.
- 110.8 ABOLITION OF THE OFFICE OF PRICE 3-14-47 Distribution: A, B.
- 110.9 ABOLITION OF COST INVESTIGATIONS DIVISION OF COMPLIANCE AND INVESTIGATION BRANCH 4-22-47 Distribution: A, B.
- 111.1 ORGANIZATION OF PRODUCTION AND MARKETING ADMINISTRATION and EXHIBIT A 7-1-47 Distribution: A, B. After par. II D, add "Instruction 111.26 outlines the functions and responsibilities of the Controller." In pars. IV A and D, change "Office of Audit" and "Information Service" to "Audit Branch" and "Information Branch," respectively.
- 111.2 REASSIGNMENT OF FOREIGN FOOD PROGRAMS BRANCH FUNCTIONS 12-6-45 Distribution: A, B-(Washington and B-05, 26, Field). Par. II: change "Office of Claimants Program Coordination" to "Office of Foreign Programs Coordination."
- 111.4 PERFORMANCE OF BUDGET AND MANAGEMENT FUNCTIONS 12-17-45 Distribution: A, B. Page 1, par. I A, 6th line, after "functions" add "except Personnel functions."
- 111.5 FUNCTIONAL ORGANIZATION OF BM BRANCH - WASHINGTON and EXHIBIT A 3-18-46 Distribution: A, B-(Washington Only). Delete "and personnel" in the footnote on page 1.
- 111.6 COMPLIANCE WITH SURPLUS PROPERTY POLICIES AND REGULATIONS and EXHIBIT A 12-27-45 Distribution: A, B.
- 111.7 PHYSICAL INVENTORY OPERATIONS 1-5-46 Distribution: A, B-(Washington and B-30 Field).
- 111.8 ASSISTANT ADMINISTRATOR AND ASSOCIATE ASSISTANT ADMINISTRATOR FOR FISCAL AND INVENTORY CONTROL 1-22-46 Distribution: A, B-(Washington Only).

(111 - Organization)

- 111.10 FUNCTIONAL ORGANIZATION OF MARKETING FACILITIES BRANCH -
WASHINGTON and EXHIBIT A 2-18-46 Distribution: A,
B-(Washington and B-24 Field)
- 111.11 FUNCTIONAL ORGANIZATION OF THE TOBACCO BRANCH -
WASHINGTON and EXHIBIT A 2-18-46 Distribution: A,
B-(Washington and B-34 Field)
- 111.12 FUNCTIONAL ORGANIZATION OF THE LIVESTOCK BRANCH -
WASHINGTON and EXHIBIT A 2-18-46 Distribution: A,
B-(Washington and B-22 Field)
- 111.13 FUNCTIONAL ORGANIZATION OF THE POULTRY BRANCH -
WASHINGTON and EXHIBIT A 4-8-46 Distribution: A,
B-(Washington and B-27 Field)
- 111.14 FUNCTIONAL ORGANIZATION OF INFORMATION SERVICE -
WASHINGTON and EXHIBIT A 5-1-46 Distribution: A,
B-(Washington Only)
- 111.15 FUNCTIONAL ORGANIZATION OF THE DAIRY BRANCH - WASHINGTON
and EXHIBIT A 4-30-46 Distribution: A, B-(Washington
and B-12, 27 Field)
- 111.17 FUNCTIONAL ORGANIZATION OF THE LABOR BRANCH - WASHINGTON
2-14-47 Distribution: A, B-(Washington Only)
- 111.19 FUNCTIONAL ORGANIZATION OF THE FOOD DISTRIBUTION PROGRAMS
BRANCH and EXHIBIT A 6-4-46 Distribution: A, B-(Washington
Only)
- 111.20 FUNCTIONAL ORGANIZATION OF THE GRAIN BRANCH - WASHINGTON
7-19-46 Distribution: A, B-(Washington and B-19 Field)
- 111.21 FUNCTIONAL ORGANIZATION OF THE FISCAL BRANCH - WASHINGTON
AND EXHIBIT A 8-28-46 Distribution: A, B-(Washington
and B-05, 26 Field)
- 111.24 CCC OPERATING RELATIONSHIPS 10-20-47 Distribution: A,
B-(Field Only)
- 111.25 CCC FIELD ORGANIZATION 12-17-47 Distribution: A, B.
- 111.26 FUNCTIONS AND RESPONSIBILITIES OF THE CONTROLLER 12-17-47
Distribution: A, B.

(110 - Organization)

- 112.1 FUNCTIONAL ORGANIZATION OF THE BUDGET AND MANAGEMENT BRANCH AREA OFFICE 12-18-45 Distribution: A, B-(Field Only) Pages 1 and 2 revised 6-19-46.
- 112.2 ORGANIZATION OF BM AND FI BRANCH AREA OFFICES and EXHIBIT A Revised 2-20-46 Distribution: A, B. Page 1: Delete the first three lines of par. I A 1 and substitute the following therefor: "There are also established BM and FI Area Sub-offices to service budget and management and fiscal activities for their own offices and for other branches as listed in subsequent paragraphs." Page 2, par. II A 1, delete "The Cotton classing work at", and substitute "Field operations in"; delete "the cotton statistics work at"; add "and in the state of Illinois" after "Baton Rouge, Louisiana." Par. II B 1 a, after "Alabama" add "Montana, Wyoming." Pages 3 through 7 revised 6-15-46. Page 7, add par. II P "Budget and Management Branch - Budget and Management Branch activities of the BM Suboffice, Portland, Oregon, shall be serviced by that Suboffice." Page 6, insert the following:
- | | | | |
|-------------------------------|-----------------|--------------------|------------------------------|
| Main Office | | | Area Offices |
| <u>Location</u> | <u>Activity</u> | <u>Substation</u> | <u>Servicing Sub-station</u> |
| Cincinnati, Ohio | Meat Inspection | Newport, Ky. | Midwest |
| Cincinnati, Ohio | Meat Inspection | Lexington, Ky. | Midwest |
| Indianapolis, Ind. | Meat Grading | Henderson, Ky. | Midwest |
| Kansas City, Mo. | Meat Grading | Coffeeville, Kans. | " |
| Kansas City, Kans. | Meat Inspection | Trenton, Mo. | Southwest |
- 112.3 OPERATIONS OF BM BRANCH AREA OFFICES AND COOPERATING FISCAL OFFICES 6-17-46 Distribution: A, B. In Par. II E 1 change the last three lines to read: "Organization of BM and FI Branch Area Offices'), and two bureau copies to the Washington PE Division which will forward one copy to the Office of the Manager, FCIC, in Washington."
- 112.5 ORGANIZATION OF THE HAWAIIAN AREA 4-22-46 Distribution: A, B-(Washington and B-05, 06, 07, 26, Field) Add par. III as follows: "III EXCEPTION The personnel activities will be administratively directed by the Western Area BM Branch Area Office."
- 112.6 FUNCTIONAL ORGANIZATION OF INFORMATION SERVICE - AREA OFFICES and EXHIBIT A 5-1-46 Distribution: A, B. Formerly 114.4.
- 112.7 OPERATIONS OF AREA PERSONNEL DIVISION AND PMA STATE OFFICES 6-18-46 Distribution: A, B.

(110 - Organization)

- 112.8 ESTABLISHMENT OF FOOD DISTRIBUTION PROGRAMS BRANCH AREA AND SUB-AREA OFFICES 7-1-47 Distribution: A, B. Under par. II Northeast Area, change the address of the Boston Sub-Area Office to 55 Tremont Street and under the Southwest Area change the address of the Dallas Area Office to 566 U. S. Terminal Annex.
- 113.1 ORGANIZATION OF PMA STATE OFFICES AND PMA STATE COMMITTEES and EXHIBITS A and B through B-16 6-14-46 Distribution: A, B.

EXHIBIT A Revised 2-13-48 On page 1, first column, the State Chairman for Des Moines, Iowa, should be "Hervey E. Hazen" instead of "Harvey E. Hazen" as shown on the exhibit.

EXHIBIT B-1 Under column "Name and Address of Branch Representatives" the new address of Lynn E. Eldredge is 215 Sheldon Bldg., 461 Market St., San Francisco, California.

EXHIBIT B-5 Page 1, under column "Name and Address of Branch Representatives" Russell G. Reiff replaces John F. Thompson as State Director of Indiana. Page 3, under column "Name and Address of Branch Representatives" Murl E. Cummings replaces Willis C. Goegli as State Director of Oregon. Edgar M. Derham becomes State Director of South Carolina replacing Carlisle C. Parler, Acting State Director. Mr. Derham's address is Knowlton Bldg., 1615 Hampton Street, Columbia, South Carolina. Wilford Bailey becomes State Director of Utah replacing Ernest M. Luther, Acting State Director. Mr. Bailey's address is Old Terminal Building, 222 South on West Temple Street, Salt Lake City, Utah.

EXHIBIT B-6 Under column "Name and Address of Branch Representatives" John J. Dittrick's new address is 641 Washington St., New York 14, N. Y. John J. Slaughter is located at 539 Terminal Annex Building. Russell James' new address is 449 W. Peachtree St., N.E., Atlanta, Georgia.

EXHIBIT B-7 Under column "Name and Address of Branch Representatives" D. K. Young's new address is 449 W. Peachtree St., N.E., Atlanta, Georgia. John P. Capus becomes Chief, S.W. Marketing Field Office replacing Walter D. Lurry, Acting Chief. The new address of Mr. Capus is 556 U. S. Terminal Annex Building, Dallas, Texas.

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EXHIBIT B-8 Under column "Name and Address of Branch Representatives" P. E. Bowers is now Director of the Kansas City Office and his new address is 300 Interstate Bldg., 417 E. 13th Street, Kansas City 6, Missouri. Note that this change occurs twice. Clyde C. Kiddle becomes Acting Director of the Portland Office replacing Earl C. Corey. This change also occurs twice.

EXHIBIT B-9 Under column "Name and Address of Branch Representatives" Arthur Susott's new address is 449 W. Peachtree St., N.E., Atlanta, Georgia. Harry Carr becomes Acting Chief of the Area Information Service Office located in New York replacing Jennie Moore.

EXHIBIT B-10 Page 1, under column "Name and Address of Branch Representatives" Hiram W. Rainey's new address is 449 W. Peachtree St., N.E., Atlanta, Georgia. The Arkansas USDA Wage Board is now located at 108 $\frac{1}{2}$ W. Third St. Under "Colorado USDA Wage Board" make the following changes: "T. H. Summers, Secretary, Colorado State College, Fort Collins, Colorado." Page 2 under column "Name and Address of Branch Representatives" change L. H. Kramer's designation from Chairman to Executive Officer.

EXHIBIT B-12 Under column "Name and Address of Branch Representatives" change the spelling of the first representative listed to J. W. Callahan. Under column "Activity or Program Responsibility" add ditto marks opposite Harry J. Wishmire.

EXHIBIT B-13 Under column "Name and Address of Branch Representatives" Claude M. Evans' new address is 307 Wilson Building. Russell F. Frazier's new address is 449 W. Peachtree St., N.E., Atlanta, Georgia.

EXHIBIT B-14 Under column "Name and Address of Branch Representatives" change F. C. Johnson to Walter W. Sikes and change O. Martel Bowen to Thomas T. Miller.

- 114.1 FOOD DISTRIBUTION PROGRAMS IN THE CARIBBEAN AREA 11-21-45
Distribution: A, B-16, 30, Washington Only.
- 114.2 FUNCTIONAL ORGANIZATION OF THE TOBACCO BRANCH - FIELD and
EXHIBIT A 2-18-46 Distribution: A, B-(Washington and B-34 Field).

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(120 - Programs)

- 124.3 SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM 6-10-47
Distribution: A, B-05, 16, 18, 26, 30.
- 124.4 DISTRIBUTION OPERATIONS INVOLVED IN SECTION 32 PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM AND EXHIBITS A and B 6-9-47 Distribution: A, B-05, 16, 18, 26, 30.
- 125.1 VETERANS PREFERENCE UNDER WAR FOOD ORDERS 9-19-46
Distribution: A, B.
- 125.2 PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946 and EXHIBITS A and B 8-19-47 Distribution: A, B-(Washington Only). Page 4 revised 10-16-47.
- 125.3 PROCEDURE FOR PROJECTS UNDER MARKETING FARM PRODUCTS AUTHORITY 12-12-47 Distribution: A, (Washington Only).
- 125.4 PROCEDURE FOR CONTRACT WORK UNDER THE RESEARCH AND MARKETING ACT 2-27-48 Distribution: A-(Washington Only).
- 126.1 DEVELOPMENT OF 1948 PRODUCTION GOALS AND PROGRAMS 7-24-47 and EXHIBIT A 9-16-47 Distribution: A, B-(except 05, 26).
- 127.A FORM AND EXECUTION OF CONTRACTS AND OFFERS 11-5-45 Distribution: A, B-(Washington and B-05, 26, Field). Formerly Administrator's Memorandum No. 18 and Amendment 1. Change the second sentence in par. III from "who have been authorized" to "who are authorized".
- 127.1 PREPARATION AND DISTRIBUTION OF ABSTRACTS and EXHIBIT A, "CORRECTION": EXHIBIT B, "SUPPLEMENT" and EXHIBIT C, "RAPID WIRE": Revised 3-20-47 Distribution: A, B. Paragraph III A 2 d (1), change "Four copies" to "Six copies." Paragraph III A 2 d (3), change "Six copies" to "Eight copies."
- 127.2 COMMODITY INSPECTIONS OF USDA-OWNED FOODS 1-22-46 Distribution: A, B-(Washington, B-12, 18, 19, 22, 30, Field).
- 127.3 PERFORMANCE OF FOOD INDUSTRY LABOR FUNCTIONS BY PMA STATE OFFICES 1-24-46 Distribution: A.
- 127.4 PERFORMANCE OF MARKETING FACILITIES FUNCTIONS BY PMA STATE OFFICES 1-24-46 Distribution: A, B-24.
- 127.5 PERFORMANCE OF ICE INDUSTRY FUNCTIONS BY PMA STATE OFFICES 1-24-46 Distribution: A.
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(12C - Programs)

- 127.6 RESPONSIBILITY FOR OBTAINING OCEAN SHIPPING SPACE AND FORWARDING
AUTHORIZED SERIAL NUMBERS 2-13-46 Distribution: A, B.
- 127.7 COORDINATION OF DISTRIBUTION, SHIPPING AND PURCHASE FUNCTIONS
UNDER PRICE SUPPORT PROGRAMS 2-15-46 Distribution: A,
B-16, 18, 30.
- 127.8 USE OF DIRECTORY OF SHIPPING AND STORAGE FIELD OFFICES
4-30-46 Distribution: A, B.
- 127.9 STANDARD CONTRACT CONDITIONS 4-24-46 Distribution: A,
B-(except 05, 26. Add the following sentence at the close
of par. II A: "Article 23, 'Audit of Records,' shall not
be excepted from any contract unless a substitute clause
approved by the Office of Audit is made a part of the
contract."
- 127.10 INSPECTION OF WAREHOUSES AND COMMODITIES UNDER JURISDICTION
OF SHIPPING AND STORAGE BRANCH STORED THEREIN 4-30-46
Distribution: A, B-24, 30.
- 127.11 PERFORMANCE OF POULTRY INSPECTION AND GRADING FUNCTIONS BY
THE DAIRY BRANCH 5-1-46 Distribution: A, B-12, 27.
- 127.12 PERFORMANCE OF POULTRY MARKET NEWS FUNCTIONS BY THE DAIRY
BRANCH 9-27-46 Distribution: A, B-12, 27.
- 127.13 WEEKLY PERFORMANCE REPORTS ON PACKAGING AND/OR PROCESSING
ACTIVITIES 9-26-46 Distribution: A, B-(except B-24, 26
Field.)
- 127.14 DIRECTORY OF AREA FISCAL OFFICES 9-26-46 Distribution: A, B.
- 127.16 AMENDING CONTRACTS 1-2-48 Distribution: A, B.
- 127.17 INSPECTION OF STORAGE FACILITIES CONTAINING CCC-OWNED WOOL
AND WOOL STORED THEREIN 10-22-47 Distribution: A, B-10,
22, 24; County Agricultural Conservation Committeemen.
- 128.1 POLICY FOR DISPOSAL OF COMMODITIES IN SURPLUS 11-23-45
Distribution: A, B-(Washington Only).
- 128.2 PMA POLICIES ON DISPOSAL OF SURPLUS AGRICULTURAL COMMODITIES
AND FOODS 12-13-45 Distribution: A, B.
- 128 3 PMA POLICIES ON DISPOSAL OF CCC-OWNED COMMODITIES AND FOODS
12-13-45 Distribution: A, B.

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- 124.3 SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM 6-10-47
Distribution: A, B-05, 16, 18, 26, 30.
- 124.4 DISTRIBUTION OPERATIONS INVOLVED IN SECTION 32 PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM AND EXHIBITS A and B 6-9-47 Distribution: A, B-05, 16, 18, 26, 30.
- 125.1 VETERANS PREFERENCE UNDER WAR FOOD ORDERS 9-19-46
Distribution: A, B.
- 125.2 PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946 and EXHIBITS A and B 8-19-47 Distribution: A, B-(Washington Only). Page 4 revised 10-16-47.
- 125.3 PROCEDURE FOR PROJECTS UNDER MARKETING FARM PRODUCTS AUTHORITY 12-12-47 Distribution: A, (Washington Only).
- 125.4 PROCEDURE FOR CONTRACT WORK UNDER THE RESEARCH AND MARKETING ACT 2-27-48 Distribution: A-(Washington Only).
- 126.1 DEVELOPMENT OF 1948 PRODUCTION GOALS AND PROGRAMS 7-24-47 and EXHIBIT A 9-16-47 Distribution: A, B-(except 05, 26).
- 127.A FORM AND EXECUTION OF CONTRACTS AND OFFERS 11-5-45 Distribution: A, B-(Washington and B-05, 26, Field). Formerly Administrator's Memorandum No. 18 and Amendment 1. Change the second sentence in par. III from "who have been authorized" to "who are authorized".
- 127.1 PREPARATION AND DISTRIBUTION OF ABSTRACTS and EXHIBIT A, "CORRECTION": EXHIBIT B, "SUPPLEMENT" and EXHIBIT C, "RAPID WIRE": Revised 3-20-47 Distribution: A, B. Paragraph III A 2 d (1), change "Four copies" to "Six copies." Paragraph III A 2 d (3), change "Six copies" to "Eight copies."
- 127.2 COMMODITY INSPECTIONS OF USDA-OWNED FOODS 1-22-46 Distribution: A, B-(Washington, B-12, 18, 19, 22, 30, Field).
- 127.3 PERFORMANCE OF FOOD INDUSTRY LABOR FUNCTIONS BY PMA STATE OFFICES 1-24-46 Distribution: A.
- 127.4 PERFORMANCE OF MARKETING FACILITIES FUNCTIONS BY PMA STATE OFFICES 1-24-46 Distribution: A, B-24.
- 127.5 PERFORMANCE OF ICE INDUSTRY FUNCTIONS BY PMA STATE OFFICES 1-24-46 Distribution: A.

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- 127.6 RESPONSIBILITY FOR OBTAINING OCEAN SHIPPING SPACE AND FORWARDING
AUTHORIZED SERIAL NUMBERS 2-13-46 Distribution: A, B.
- 127.7 COORDINATION OF DISTRIBUTION, SHIPPING AND PURCHASE FUNCTIONS
UNDER PRICE SUPPORT PROGRAMS 2-15-46 Distribution: A,
B-16, 18, 30.
- 127.8 USE OF DIRECTORY OF SHIPPING AND STORAGE FIELD OFFICES
4-30-46 Distribution: A, B.
- 127.9 STANDARD CONTRACT CONDITIONS 4-24-46 Distribution: A,
B-(except 05, 26. Add the following sentence at the close
of par. II A: "Article 23, 'Audit of Records,' shall not
be excepted from any contract unless a substitute clause
approved by the Office of Audit is made a part of the
contract."
- 127.10 INSPECTION OF WAREHOUSES AND COMMODITIES UNDER JURISDICTION
OF SHIPPING AND STORAGE BRANCH STORED THEREIN 4-30-46
Distribution: A, B-24, 30.
- 127.11 PERFORMANCE OF POULTRY INSPECTION AND GRADING FUNCTIONS BY
THE DAIRY BRANCH 5-1-46 Distribution: A, B-12, 27.
- 127.12 PERFORMANCE OF POULTRY MARKET NEWS FUNCTIONS BY THE DAIRY
BRANCH 9-27-46 Distribution: A, B-12, 27.
- 127.13 WEEKLY PERFORMANCE REPORTS ON PACKAGING AND/OR PROCESSING
ACTIVITIES 9-26-46 Distribution: A, B-(except B-24, 26
Field.)
- 127.14 DIRECTORY OF AREA FISCAL OFFICES 9-26-46 Distribution: A, B.
- 127.16 AMENDING CONTRACTS 1-2-48 Distribution: A, B.
- 127.17 INSPECTION OF STORAGE FACILITIES CONTAINING CCC-OWNED WOOL
AND WOOL STORED THEREIN 10-22-47 Distribution: A, B-10,
22, 24; County Agricultural Conservation Committeemen.
- 128.1 POLICY FOR DISPOSAL OF COMMODITIES IN SURPLUS 11-23-45
Distribution: A, B-(Washington Only).
- 128.2 PMA POLICIES ON DISPOSAL OF SURPLUS AGRICULTURAL COMMODITIES
AND FOODS 12-13-45 Distribution: A, B.
- 128 3 PMA POLICIES ON DISPOSAL OF CCC-OWNED COMMODITIES AND FOODS
12-13-45 Distribution: A, B.

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- 128.4 PROCEDURE ON CASH SALES TO FOREIGN CLAIMANTS Revised
6-11-46 Distribution: A, B-(Washington Only).
- 128.5 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE
GRAIN BRANCH BY THE SHIPPING AND STORAGE BRANCH
3-8-46 Distribution: A, B-19,30.
- 128.6 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE
POULTRY BRANCH BY THE SHIPPING AND STORAGE BRANCH
3-8-46 Distribution: A, B-27,30.
- 128.7 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE
FATS AND OILS BRANCH BY THE SHIPPING AND STORAGE BRANCH
3-8-46 Distribution: A, B-13,30.
- 128.8 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE
DAIRY BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-20-46
Distribution: A, B-12, 30.
- 128.9 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE
LIVESTOCK BRANCH BY THE SHIPPING AND STORAGE BRANCH
3-12-46 Distribution: A, B-22, 30.
- 128.11 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE
FRUIT AND VEGETABLE BRANCH BY THE SHIPPING AND STORAGE
BRANCH 3-8-46 Distribution: A, B-18, 30.
- 128.12 PROCEDURE FOR CANCELLATION OF CASH SALE REQUISITIONS
3-7-46 Distribution: A, B-(Washington Only).
- 128.13 ANNOUNCEMENT OF SURPLUS PROPERTY SALES and EXHIBITS
A 7-10-46 and B Revised 1-22-47 Distribution: A,
B. To par. II B, add "to prospective purchasers."
- 128.14 DISPOSAL OF SURPLUS AGRICULTURAL COMMODITIES AND FOOD
ASSIGNED TO PMA 3-10-47 Distribution: A, B.
- 128.15 ANNOUNCEMENT OF SALES OF CCC-OWNED STOCKS 9-10-46
and Exhibit A 5-20-46 and Exhibit B 9-10-46 Distri-
bution: A, B.
- 128.16 WITHDRAWAL OF SAMPLES OF CCC-OWNED COMMODITIES BY
PROSPECTIVE PURCHASERS 8-7-46 Distribution: A,
B-(except 05, 26, Field).

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- 129.A RESPONSIBILITY FOR RATIONING PROGRAMS AND CIVILIAN REQUIREMENTS 11-2-45 Distribution: A, B. Formerly Administrator's Memorandum No. 19.

- 129.1 ABUNDANT FOODS MARKETING PROGRAMS 11-20-45 Distribution: A, B-(Washington Only).

- 129.2 TERMINATION OF WAR CONTRACTS and EXHIBIT A 12-29-45 Distribution: A, B-(Washington Only).

- 129.3 PROCEDURE FOR WAR CONTRACT TERMINATION, SETTLEMENT OF TERMINATION CLAIMS AND DISPOSITION OF CONTRACTOR INVENTORY and EXHIBITS A, B, C 1-25-46 and EXHIBIT D 3-13-46 Distribution: A, B-(Washington Only). Page 1 revised 2-20-46, page 6 revised 3-13-46. Delete par. XIII.

- 129.4 PROCEDURE FOR CONTRACT RENEGOTIATION 10-31-47 and EXHIBITS A, B 3-12-46 and C 10-31-47 Distribution: A, B-(Washington Only).

- 129.5 EMERGENCY FOOD PROGRAM 3-26-46 Distribution: A.

- 129.6 FOREIGN PUBLIC PURCHASE AND IMPORTATION 5-17-46 Distribution: A, B-(Washington Only). In the last sentence of par. IV A 3, after "clearance from the" insert "Budget and Organization Division, Budget and Management Branch."

- 129.7 HANDLING OF PETITIONS FOR THE REMOVAL OF MAXIMUM PRICES FOR AGRICULTURAL COMMODITIES and EXHIBITS A and B 9-10-46 Distribution: A.

- 129.8 DIRECT CHARGES FOR LOSSES SUSTAINED BY THE GENERAL COMMODITIES PURCHASE PROGRAM 9-17-46 Distribution: A, B-(Washington Only).

- 129.9 PMA COMMODITY PROCUREMENT POLICY 10-16-46 Distribution: A, B.

130 - Budgets

- 130.1 OPERATING BUDGETS, FISCAL YEAR 1948 5-27-47 Distribution: AA

- 133.2 REQUEST FOR FUNDS AND/OR ADJUSTMENTS IN ALLOTMENTS 12-12-45 Distribution: A, B-(Washington Only, B-05, 26, Field).

- 134.2 OBJECT CLASSIFICATION 3-12-48 Distribution: A, B.

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(130 - Budgets)

- 135.1 REIMBURSEMENT FOR SERVICES PERFORMED BY ONE BRANCH OF PMA FOR ANOTHER BRANCH OR BRANCHES and EXHIBIT A 3-27-47 Distribution: A.
- 139.1 REPORTS OF MAN-MONTHS BY WORK PROGRAMS and EXHIBITS A, B, and C 8-1-47 Distribution: A, B-05, 26 (Field Only) Page 2, Exhibit A, and pages 1, 2 and 3, Exhibit B, revised 2-3-48.

140 - Information Services

- 140.1 INFORMATION POLICY 6-4-46 Distribution: A, B.
- 142.1 REVISION OF MANUSCRIPTS ORIGINATING OUTSIDE PMA 3-26-46 Distribution: A, B.
- 143.1 PREPARATION AND CLEARANCE OF PRESS RELEASES 6-4-46 Distribution: A, B.
- 144.1 CLEARANCE OF SPEECHES 3-26-46 Distribution: A, B.
- 145.1 PREPARATION AND CLEARANCE OF VISUAL MATERIAL - WASHINGTON 6-4-46 Distribution: A, B-(Washington Only).
- 146.1 CLEARANCE OF MANUSCRIPTS FOR OUTSIDE PUBLICATION 3-26-46 Distribution: A, B.
- 146.2 PREPARATION OF MANUSCRIPTS FOR PMA PUBLICATION and EXHIBIT A 3-26-46 Distribution: A, B.
- 148.1 PREPARATION AND CLEARANCE OF RADIO MATERIAL 6-4-46 Distribution: A, B.
- 149.1 REVIEW AND CLEARANCE OF DUPLICATED MATERIAL 8-27-47 Distribution: A, B.

FISCAL - 200 SERIES

200 - Basic

- 201.1 REGULATIONS GOVERNING THE SETTLEMENT OF CERTAIN DEBTS OF FARMERS 3-18-46 Distribution: A, B-(Washington and B-09 Field).
- 202.1 CUSTODIAL AND BONDING REQUIREMENTS FOR GOVERNMENT FUNDS, TOKENS, POSTAGE STAMPS, ET CETERA 10-31-47 Distribution: A, B.

(200 - Basic)

- 203.1 SETTLEMENT OF CLAIMS BY AND AGAINST CCC AND REPORTING CLAIMS ACTIVITIES and EXHIBIT A 3-12-47 Distribution: A,
- 203.2 NOTIFICATION OF INDEBTEDNESS OF COMMODITY CREDIT CORPORATION 7-1-47 Distribution: A, B. In par. IV, last line, change reference to "Paragraph V" to "Paragraph IIB."
- 203.3 REPORTS OF INVESTIGATIONS INVOLVING CLAIMS BY OR AGAINST CCC 2-3-48 Distribution: A, B.
- 204.1 REPLACEMENT OF GOVERNMENT CHECKS 8-28-46 Distribution: A, B.

210 - Official Travel

- 211.1 AUTHORITIES GOVERNING OFFICIAL TRAVEL 10-31-47 Distribution: A, B. Par. II A 7, after "PMA State Chairman" add "and Directors of Hawaiian and Caribbean Offices." Page 3 revised 2-27-48 to conform with provisions of Instruction 101.8.
- 211.2 EXCESS COST OF TRAVEL BY EXTRA-FARE TRAIN and EXHIBIT A 1-3-47 Distribution: A, B-(Washington Only).
- 211.3 PREPARATION OF LETTERS OF AUTHORIZATION 6-17-46 Distribution: A, B. Page 6 revised 10-28-47.
- 216.1 CANCELLATION OF SLEEPING OR PARLOR CAR RESERVATIONS AND SURRENDER AND EXCHANGE OF PULLMAN TICKETS 11-12-46 Distribution: A, B.
- 216.2 ACCOUNTING FOR GOVERNMENT REQUESTS FOR TRANSPORTATION 12-19-46 Distribution: A-(except A-31), B.
- 216.3 CANCELLATION OF TRAVEL RESERVATIONS ON COMMERCIAL AIRLINES 3-3-47 Distribution: A, B.
- 216.4 TRANSPORTATION - ROUND TRIP TICKETS 10-31-47 Distribution: A, B-(Field Only)
- 217.1 ADVANCE OF FUNDS FOR TRAVEL 4-14-47 Distribution: A-(except A-31), B.

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- 218.1 PREPARATION AND SUBMISSION OF TRAVEL REIMBURSEMENT VOUCHERS and EXHIBIT A 4-9-46 Distribution: A, B. Page 15: Par. X A 1, after "(AD-204" add "Authorization - General)." Par. X A 2, after "(AD-202," add "Authorization - Travel)."
- 218.2 PER DIEM IN LIEU OF ACTUAL EXPENSES and EXHIBIT A 10-28-47 Distribution: A, B-(Field Only). On Exhibit A, change the per diem rate for Uruguay from \$88.00 to \$8.00.
- 225.1 OBLIGATION PROCEDURE FOR ADMINISTRATIVE EXPENSES 11-21-46 Distribution: A-(except A-31), B-(except B-18).

240 - Payrolls

- 240.1 NIGHT DIFFERENTIAL 9-10-46 Distribution: A, B.
- 243.1 PAY ROLL SAVINGS PLAN 12-9-47 Distribution: A, B.
- 249.1 PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT - WASHINGTON 3-17-47 Distribution: A-(Washington Only), B-(Washington Only).
- 249.2 PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE REPORT - FIELD 12-20-46 Distribution: A, B-(Field Only).
- 249.3 CHANGE IN MAINTENANCE OF LEAVE RECORD CARDS - WASHINGTON 12-20-46 Distribution: A, B-(Washington Only).
- 249.4 CHANGE IN MAINTENANCE OF TIME AND ATTENDANCE REPORTS AND LEAVE CARDS - FIELD 12-20-46 Distribution: A, B-(Field Only).
- 249.5 EMPLOYEE ACCOUNTABILITY INCIDENT TO FINAL SALARY PAYMENT 2-13-47 Distribution: A-(except A-31), B. Paragraph III B 1, at top of page 3, line 2, delete balance of sentence after "Office." Bottom of page 3 and top of page 4, delete all of paragraphs IV A and IV B. Page 4, change "IV C" to "IV A" and delete the following from line 2 of IV A 6: "from the AS and PE Divisions."

300 - Basic

PERSONNEL - 300 SERIES

- 301.1 EMPLOYMENT POLICY FOR VETERANS AND CAREER SERVICE EMPLOYEES 12-18-46 Distribution: A, B.

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(300 - Basic)

- 303.1 POLITICAL ACTIVITY 5-21-46 Distribution: A, B and All Employees.
- 303.2 LEGAL ASSISTANCE AVAILABLE TO EMPLOYEES 5-28-46 Distribution: A, B and All Field Employees.
- 303.3 EMPLOYEE INFORMATION 10-24-46 Distribution: All Employees.
- 303.4 APPLICATION FOR PATENTS BY PMA EMPLOYEES 3-17-48 Distribution: A, B.
- 304.1 PERSONNEL CEILINGS 3-11-47 Distribution: A, B-05, 26, Field Only.
- 306.1 ISSUANCE AND ACCOUNTABILITY FOR IDENTIFICATION CARDS and EXHIBIT A 1-22-48 Distribution: A, B.
- 309.1 PERSONNEL STATISTICS REPORTS 7-8-46 Distribution: A. Pages 2 through 4 revised 9-20-46. Page 5 revised 1-14-47. Page 1, par. II A, after-10, add "11 Personnel Division, Washington, D. C." Page 2, in column "To Reach Washington PE Division by" opposite the "Report of Negro Employment", change "Feb. 5, June 5 and October 5" to read "April 5 and October 5." Delete last entry in par. III.
- 309.2 MONTHLY REPORT OF PERSONNEL 7-7-46 Distribution: A.
- 309.3 VISITORS REPRESENTING FOREIGN GOVERNMENTS 8-2-46 Distribution: A, B.

310 - Employment

- 310.1 REQUEST FOR PERSONNEL ACTION 8-28-46 Distribution: A, B. Page 6, delete par. VI B 1 b and 2 b.
- 310.2 EMPLOYMENT 3-13-46 Distribution: A, B. Pages 1 and 2 revised 5-10-46. Page 1, par. III A should read "for PMA will be carried out by the PE Division in Washington, D. C., Area PE Divisions, and branch field offices having delegated employment authority in the field." Par. IV, second line, delete "PMA," third and fourth lines delete "(except the Field Service Branch)," delete the last sentence.
- 310.3 CONVERSION OF CERTAIN GROUPS OF EMPLOYEES TO CLASSIFIED STATUS 4-17-46 Distribution: A, B. Page 2, par. III A 3 b, after "Persons whose appointments" add "to classified positions."

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(300 - Basic)

- 310.4 CLASSIFIED STATUS FOR CERTAIN GROUPS OF EMPLOYEES
4-17-46 Distribution: A, B and All Employees. Page 1, par. I B in first sentence after word "entered" add "classified positions in." Par. I C after "Certificate" add "which authorized probational appointment."
- 310.5 PLACEMENT POLICY FOR THE PROMOTION, REASSIGNMENT AND TRANSFER OF PERSONNEL WITHIN PMA 5-8-46 Distribution: A, B.
- 310.6 FILLING VACANCIES ADVERTISED IN BULLETINS - WASHINGTON 7-31-46 Distribution: A, B-(Washington Only).
- 310.7 ELIGIBILITY FOR PROBATIONAL APPOINTMENT FOR CERTAIN VETERANS 8-3-46 Distribution: A, B and All Employees.
- 310.8 INFORMATION FOR ALL PMA EMPLOYEES REGARDING CIVIL SERVICE EXAMINATIONS 11-5-46 Distribution: A, B and All Employees.
- 310.9 CIVIL SERVICE CERTIFICATES RECEIVED DIRECT BY PMA FIELD OFFICES 8-22-46 Distribution: A, B.
- 311.1 RECRUITMENT POLICY 2-15-46 Distribution: A, B.
In par. I A, delete "except in the case of the inspection, grading and regulatory services."
- 312.1 CONSULTANTS 7-24-46 Distribution: A, B- (Washington and B-05, 26, Field).
- 312.2 EMPLOYMENT UNDER LETTERS OF AUTHORIZATION - LABOR BRANCH
Distribution: A-15, 21, 25, 26, B-26. Pages 1, 2, 3, 4, and 9 dated 7-1-47; pages 5, 6, 7 and 8 dated 4-21-47.
- 312.3 EMPLOYMENT UNDER LETTER OF AUTHORIZATION 7-7-47
Distribution: A, B. Par. III B 1, change "six months" to "two months".
- 313.1 PAY INCREASES AS REWARDS FOR SUPERIOR ACCOMPLISHMENT
4-4-46 Distribution: A, B. Page 2, par VI B, change the first sentence to read as follows: "Supervisory personnel shall submit recommendations in memorandum form through regular administrative channels of the branch." Add the following sentence: "All persons in the branch through whom the recommendation must clear should attach any remarks or pertinent factual information they may have."

(300 - Basic)

- 314.1 SALARY ADMINISTRATION IN CASES OF DEMOTION 12-10-45
Distribution: A, B.
- 315.2 REDUCTION IN FORCE AND EXHIBITS A and B 3-8-46 Distribu-
tion A, B. Pages 3 and 4 revised 10-2-46. In par III A,
(page 1) of Exhibit B add "and V" at end of third line
after "and IV."
- 315.3 RESIGNATIONS 1-15-47 Distribution: A, B.
- 316.1 REEMPLOYMENT OF VETERANS 2-1-46 Distribution: A, B.
- 316.2 PLACEMENT OF RETURNING VETERANS and EXHIBIT A 4-4-46
Distribution: A, B. Page 1, par. II change "consisting
of a maximum ceiling of 25 in each PMA Area" to read
"consistent with approved personnel ceiling allotments for
this purpose."

320 - Provisions of Employment

- 321.1 LEAVE REGULATIONS AND ROUTINES 3-6-47 Distribution: A, B.
Page 18 revised 4-24-47. Pages 4, 5, 6 and 7 revised 1-8-48.
Old pages 7-23 renumbered 9-25.
- 321.2 GRANTING OF MILITARY LEAVE 8-29-47 Distribution: A, B.
- 322.1 OVERTIME 2-25-47 Distribution: A, B. Page 2 revised 4-24-47.
- 323.1 EFFICIENCY RATING PROGRAM - WASHINGTON AND FIELD and EXHIBIT A
1-26-48 Distribution: A, B. Page 7 revised 2-11-48.
- 323.2 STANDARD ELEMENT MARKINGS OF EFFICIENCY RATINGS 2-26-47
Distribution: A, B.
- 324.1 RETIREMENT RESPONSIBILITIES AND PROCEDURES 11-6-46 Dis-
tribution: A, B. Page 1, revised 1-28-47.
- 325.1 DISCIPLINE 4-23-46 Distribution: A, B. Pages 3 through 8
revised 11-12-46. Pages 9 through 11 revised 5-23-46.
Delete par. X C 1 h.
- 325.2 DISCIPLINARY CASES INVOLVING FISCAL IRREGULARITIES 10-31-47
Distribution: A-06, 07, 09, 15, 26, 25, 31; B-06, -09, 15,
26 (Field Only).

(320 - Provisions of Employment)

- 326.1 HOURS OF WORK 5-9-46 Distribution: A, B.
- 328.1 FEDERAL EMPLOYEES PAY ACT OF 1946 and EXHIBIT A
8-5-46 Distribution: A, B, and All Employees.
- 328.2 ALLOWANCES PAYABLE TO PMA EMPLOYEES STATIONED IN
FOREIGN COUNTRIES 8-7-46 Distribution: AA
- 328.3 ESTABLISHMENT OF WAGE RATES BY THE NATURAL COOLER
STORAGE, ATCHISON, KANSAS, WAGE BOARD and EXHIBIT A
4-11-47. Distribution: A-(Washington Only); Midwest
Area Fiscal Office, Midwest Area Personnel Office;
Natural Cooler Storage, Atchison, Kansas. Par. IV B
3, after "in" insert "A and B".
- 329.1 DETAILS OF PERSONNEL 8-21-46 Distribution: A, B.

330 - Training

- 330.1 PERSONNEL TRAINING 3-19-46 Distribution: A, B.
- 330.2 INTERN TRAINING IN WASHINGTON AND THE FIELD 7-7-47
Distribution: A, B.
- 335.1 VETERAN TRAINING 5-23-46 Distribution: A, B.
Page 1 revised 10-17-46.
- 339.1 EMPLOYEE PROGRESS REPORTS 9-23-46 Distribution: A, B.
Change the first sentence to read: "This Instruction
outlines the procedure for reporting the progress of
new appointees, transferees, and employees reassigned
to other jobs in Grade CAF-9 and below."

350 - Safety and Health

- 350.1 SAFETY POLICY 9-10-46 Distribution: A, B, C.
- 353.1 INVESTIGATION AND REPORTING ACCIDENTS AND INJURIES
and EXHIBIT A 7-31-46 Distribution: A, B, C. Change
all references to "U. S. Employees' Compensation
Commission (USECC)" to read "Bureau of Employees'
Compensation - Federal Security Agency."

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

OFFICE SERVICES - 400 SERIES

400 - Basic

- 404.1 USE OF ORGANIZATION NAME AND EXHIBIT A 1-3-46 Distribution A, B. Add a sentence at the end of III D on page 3 as follows: "For more detailed instructions and examples of correct listings for telephone directories, refer to Exhibit A, 'Instructions to Agencies for Telephone Directory Listings in the Field.'"
- 405.1 ESTABLISHMENT OF CENTRAL RECEIVING AND SHIPPING POINT - WASHINGTON 3-6-46 Distribution: A, B-(Washington Only).
- 405.2 TRANSPORTATION OF HOUSEHOLD GOODS and EXHIBIT A 5-1-46 Distribution: A-(except A-31), B.
- 405.3 GOVERNMENT BILLS OF LADING 11-21-46 Distribution: A-(except A-31), B. Pages 1, 2 and 3 revised 8-25-47; pages 4 and 9 revised 3-27-47. Page 1, par. I, line 5, delete "all" and substitute "the"; delete "except" and substitute "of."
- 405.4 SHIPMENT OF GOVERNMENT RECORDS - RATES 3-27-47 Distribution: A, B, C.
- 405.5 TRANSPORTATION OF HOUSEHOLD GOODS AND IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES 6-19-47 Distribution: A, B. Pages 1 and 2 revised 9-23-47. Par. III I following "Chairman of State PMA Committees", add "and the Executive Officers in the following States: Ark., Conn., Ga., La., Mass., Miss., Okla., R. I., S. C., and Vt." Delete the unnumbered paragraph following paragraph III J, beginning with "The effect of the" and ending with "Executive Order 9805." Change paragraph III L 5, by striking out the last four words, "expense incurred and paid", and in lieu thereof add the word "shipment."
- 406.1 FEDERAL FIRE COUNCIL REPORTS 4-3-47 Distribution: A, B, C.

410 - Procurement

- 410.1 PURCHASE OF EXPENDABLE AND NONEXPENDABLE EQUIPMENT 8-22-46 Distribution: A, B.
- 411.1 ACQUISITION OF SPACE AND UTILITY AND MISCELLANEOUS SERVICES - AREA, STATE AND FIELD 11-21-47 Distribution: A, B-05, 06, 09, 15, 26, (Field Only). Page 16 revised 2-10-48.

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "A"

(410 - Procurement)

- 412.1 PROCUREMENT OF CARBON INTERLEAVED FORMS AND TABULATING CARDS 2-18-47 Distribution: A, B
- 412.2 PRINTING AND DUPLICATING - WASHINGTON OFFICES 2-3-48 Distribution: A, B-(Washington Only)
- 414.1 OBTAINING GRAPHIC SERVICES FROM BAE 9-19-47 Distribution: A-(Washington Only), B-(Washington Only).
- 416.2 ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT AND MISCELLANEOUS SERVICES - AREA AND FIELD OFFICES 11-16-46. Distribution: A-(except A-31), B-(Field Only). Page 4, add to end of par. IV H "(See V B 1)." Par. V A, line 3, after "except" insert "postage supplies, or." Page 6 revised 12-18-46.
- 418.1 PROCUREMENT OF PURCHASED PUBLISHED MATERIAL - WASHINGTON 8-12-46 Distribution: A-(except A-31), B-(Washington Only). Page 2, par. III, line 1, after "request for:" add "purchased;" par. IV, line 5, delete "purchases of publications" and substitute "working tools." Page 5, par. VIII, delete "1947" and substitute "1948."
- 418.2 PROCUREMENT OF PURCHASED PUBLISHED MATERIAL - AREA AND FIELD 8-13-46 Distribution: A-(except A-31), B-(Field Only). Page 1, par. III, line 1, after "requests for" add "purchased." Page 2, par. IV, line 4, delete "purchases of publications" and substitute "working tools." Page 3, par. VI B 1, line 2, insert after "chief," the original and one copy of." Page 6, par. X, line 4, delete "1947" and substitute "1948."
- 421.1 ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT AND MISCELLANEOUS SERVICES - WASHINGTON 11-6-46 Distribution: A-(Except A-31), B.
- 422.1 CONTROL AND UTILIZATION OF NONEXPENDABLE PROPERTY - WASHINGTON, AREA AND FIELD 10-16-46 Distribution: A-(except A-31), B.

430 - Automotive and Program Equipment

- 431.1 OPERATION, STORAGE, AND IDENTIFICATION OF GOVERNMENT MOTOR VEHICLES - AREA AND FIELD and EXHIBIT A 2-19-47 Distribution: A-(except A-31), B.
- 433.1 AUTOMOTIVE EQUIPMENT COMMITTEE 4-2-47 Distribution: A.

(430 - Automotive and Program Equipment)

- 436.1 REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD AND HANDLING CLAIMS ARISING THEREFROM and EXHIBIT A 11-13-46
Distribution: A-(except A-31), B.

440 - Communications

- 441.1 CORRESPONDENCE IN WASHINGTON OFFICES 3-3-48 Distribution: A, B-(Washington Only), Washington Secretaries, Stenographers and Typists.
- 441.2 CORRESPONDENCE - AREA AND FIELD 7-23-46 Distribution: A-(except A-31), B-(Field Only).
- 441.3 CORRESPONDENCE - RESPONSIBILITY FOR VISE 2-18-47 Distribution: A-(Washington Only), B-(Washington Only).
- 443.1 USE OF TELEGRAMS IN AMENDING PROGRAM CONTRACTS 1-13-47
Distribution: A, B.
- 444.1 PENALTY INDICIA AND OTHER POSTAGE REQUIRMENTS - WASHINGTON 4-29-46 Distribution: A, B-(Washington Only). Page 2, add the following sentence to par. III A: "For addressing such mail, refer to Instruction 441.1, 'Correspondence in Washington Offices,'" Pages 5 and 6 delete all of par. VI. The requirements contained therein, with necessary modification, have been incorporated in Instruction 441.1.
- 444.2 PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS - AREA AND FIELD 4-29-46 Distribution: A, B-(Field Only). Page 1, line 1 of par. II C and lines 1 and 2 of par. II C 1, delete "(return receipt requested)"; par. II C 1, after "postage" delete remainder of paragraph and substitute the following: "for registry fee and return receipt, if requested." Page 4, delete par. III C. Line 4 of III D 1 a, delete "as shown on all forms B/A 47." Change par. number of III D to III C.
- 444.3 INTERNATIONAL MAIL RESTRICTIONS 9-22-47 Distribution: A, B.
- 445.1 TELEPHONE DIRECTORY LISTINGS - WASHINGTON 4-11-46 Distribution: A.

(440 - Communications)

- 445.2 PRIORITY FOR URGENT TELEPHONE TOLL CALLS 8-13-46
Distribution: A, B.
- 445.3 LONG DISTANCE TELEPHONE CALLS 12-12-47 Distri-
bution: A, B.
- 446.1 PMA MAILING LISTS AND EXHIBITS A, B, C, and D 7-11-47
Distribution: A, B-(Washington Only). Formerly PMA
127.15. On Exhibit "C", Page 1, change the dimensions
of the card (to conform to Postal Regulations) as
follows: In the left margin, change "4" to "3 9/16";
at the top of the page change "6" to "5 9/16."

450 - Records

- 450.1 OFFICIAL RECORDS - POLICY AND RESPONSIBILITIES -
WASHINGTON 4-23-46 Distribution: A-(except A-31),
B-(Washington), B-05 (Field).
- 450.2 OFFICIAL RECORDS - AREA AND FIELD 11-21-46 Distri-
bution: A, B-(Field Only).
- 455.1 CONTRACT SYMBOLS AND NUMBERS 9-18-46 Distribution: A,
B. Change par. VII, "Distribution of contracts", to
read as follows: "Contracting offices shall submit
the original and two signed or certified copies of
each transaction to which a contract symbol and number
is assigned to the Fiscal Office which assigned the
contract symbol and number."
- 456.1 DISPOSITION OF RECORDS - DEPARTMENTAL AND FIELD OFFICES
8-19-46 Distribution: A-(except A-31), B.
- 457.1 PUBLICATION OF CERTAIN PMA DOCUMENTS IN FEDERAL REGISTER
1-27-47 Distribution: A, B. Page 4 revised 7-25-47.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "B"

PMA PROCEDURE CLASSIFICATION CHART 10-24-45
Distribution: A, B. After 148 insert "Radio";
after 149 insert "Duplicated Material"; change
343 from "Victory Bonds" to "Savings Bonds"; after
249 insert "Reports"; after 308 insert "Records";
after 309 insert "Reports"; after 239 insert
"Details"; after 335 insert "Veterans"; after
446 insert "Mailing Lists"; after 449 insert
"Reports"; after 457 insert "Publication of Docu-
ments."

SUBJECT INDEX TO PMA MANUAL INSTRUCTIONS

ADMINISTRATION - 100 SERIES

100 - Basic

101.2 ADMINISTRATIVE AUTHORITIES 2-13-46 Distribution:
A, B.

EXHIBIT A-06 2-13-46 Distribution: A, B-05, 07,
26 Field only. This Exhibit was formerly numbered
"A-04".

EXHIBIT A-07 Rev. 2-18-46 Distribution: A, B-05,
27, 26 Field only. In "Approve Requests for
Personnel Action" column, change "CAF-12" to
"CAF-11."

EXHIBIT A-10 2-13-46 Distribution: A, B-05, 10,
26, Field Only. This Exhibit was formerly numbered
"A-09."

EXHIBIT A-11 2-13-46 Distribution: A, B-05, 11,
26, Field Only. This Exhibit was formerly numbered
"A-10," In the "Area of Responsibility" column
delete all references to "District 6" and insert
"El Paso" therefor; after "Memphis" add "North
Carolina and Texas"; delete "Lockport," "Gilman,"
"Janesville," "Charlotte," "Taylor" and "Los
Angeles." DO NOT delete the names of the States.

EXHIBIT A-12 10-22-47 Distribution: A, B-05, 12,
26 Field Only. This Exhibit was formerly numbered
"A-11."

EXHIBIT A-13 2-13-46 Distribution: A, B-05, 13,
26, Field Only. This Exhibit was formerly numbered
"A-12."

EXHIBIT A-15 2-18-46 Distribution: A, B-05, 26
Field Only. Under "Approve Request" column change

TABLE OF CONTENTS -- FMA PROCEDURE MANUAL "B"

(100 - Basic - 101.2)

"CAF-8" to "CAF-7" and add ditto marks opposite the Assistant Area Fiscal Officer at Philadelphia and Portland. Also add ditto marks in "Approve Requisitions for Supplies and Equipment" column opposite the Asst. Area Fiscal Officer at Portland. Delete "(Labor Branch Activities)" in "Area of Responsibility" column. In the "Approve Requests for Personnel Action" column after "Grade CAF-7" place an asterisk. Add a footnote at the bottom of the page "*For grades CAF-8 and above, the Director or an Assistant Director of the FI Branch is the approving official."

EXHIBIT A-16 11-20-47 Distribution: A, B-05, 26, Field Only. Under column headed "Approve Requisition for Supplies and Equipment," delete "for expendable equipment only" and the ditto marks, and replace with an "x". Change footnote 2/ to read "Prior approval of the Washington Office must be obtained for the purchase of new nonexpendable equipment." Under column headed "Sign Travel Authorization," add "Sub-LA's only, as authorized in Station LA" and add ditto marks under this statement for each office.

EXHIBIT A-18 11-13-47 Distribution: A, B-05, 18, 26 Field Only.

EXHIBIT A-19 3-20-46 Distribution: A, B-05, 19, 26 Field Only. In the "Send Required Forms" column delete "Suboffice in Portland" and insert "San Francisco."

EXHIBIT A-20 2-13-46 Distribution: A, B-05, 20, 26 Field Only.

EXHIBIT A-21 10-20-46 Distribution: A, B-05, 26 Field Only.

EXHIBIT A-22 12-1-47 Distribution: A, B-05, 22, 26 Field Only. On page 2 of the Exhibit, under Standardization and Grading Division, Midwest Area, delete Ottumwa, Iowa; Davenport, Iowa; and Troy, Ohio, and on page 3 delete Wichita, Kansas, as a sub-office of Kansas City, Missouri, inserting Wichita, Kansas, as a principal office in the Southwest Area in columns headed "Location" and "Area of Responsibility". Insert ditto marks in remaining columns. Also insert Tulsa, Oklahoma, in column headed "Area of Responsibility" as a sub-office of Oklahoma City, Oklahoma, Southwest Area.

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "B"

(100 - Basic - 101.2)

On page 3 of the Exhibit, under Standardization and Grading Division, Western Area, delete Visalia, California, and insert Modesta, California.

EXHIBIT A-24 5-15-47 Distribution: A, B-05, 24, 26.

EXHIBIT A-27 Formerly A-11 2-13-47 Distribution: A, B-05, 26, 27 Field Only. "Area of Responsibility" column of the "Area Representative" at "Chicago, Ill." should read: "Midwest Area, Butler, Pa., Denver, Colo., Newark, N. J., and Buffalo, N. Y."

EXHIBIT A-30 2-13-46 Distribution: A, B-05, 26, 30 Field Only. In "Area of Responsibility" column after "Portland Suboffice," place "4/." Add at the bottom of the page "4/ Western Area BM Suboffice Portland, for AS Activities of the Portland Suboffice." Delete information in all columns for the Seattle, Buffalo, and Boston Offices.

EXHIBIT A-32 1-7-48 Distribution: A, B-05, 26, 32.

EXHIBIT A-34 3-27-47 Distribution: A, B-05, 26, 34 Field Only.

- 101.3 RESPONSIBILITIES WITHIN THE OFFICE OF THE ADMINISTRATOR 5-31-46 Distribution: A, B.
- 101.4 TESTIMONY BEFORE CONGRESSIONAL COMMITTEES 4-10-47 Distribution: A, B-(Washington only).
- 101.5 ADMINISTRATIVE AND PROGRAM RELATIONSHIPS, NEW YORK SUGAR, FIBERS, FATS AND OILS OFFICE 7-24-46 Distribution: A, B.
- 101.7 AUTHORITY TO ADMINISTER OATHS OF OFFICE 8-20-47 Distribution: A, B. In par. III, in the designations for the Area Office Cities, add the following:
Cotton Classing Office, Dallas, Texas
Officer in Charge
Acting Officer in Charge

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "B"

(100 - Basic - 101.7)

At the top of page 2, substitute the following for the Labor Branch listing:

Personnel Representative, Philadelphia, Pa.
Acting Personnel Representative, Philadelphia, Pa.
Area Representative
Assistant Area Representative
District Supervisor
Area Engineer
Farm Labor Program Supervisor in Charge
Farm Labor Supply Center Manager

- 101.8 ATTENDANCE AT MEETINGS OUTSIDE THE DEPARTMENT 2-26-48 Distribution: A, B.
- 103.1 PROCEDURE SYSTEM 10-15-45 Distribution: A, B. Page 3, par. VI, line 2, between "forwarded" and "to" insert "through the administrative officer of the appropriate Washington branch or staff office."
- 103.2 DISTRIBUTION AND MAINTENANCE OF PMA MANUAL ISSUANCES and EXHIBIT A 12-18-47 Distribution: A, B. Par. IV, bottom of page 2, and paragraphs IV A 1 and 2, middle of page 3, change references to PMA Instruction 127.15 to 446.1.
- 103.3 FORMATS AND EDITORIAL STANDARDS FOR PMA PROCEDURE ISSUANCES and EXHIBITS A and B 4-4-46 Distribution: A, B-(Washington Only).
- 104.1 PMA MANAGEMENT IMPROVEMENT AND SUGGESTION AWARDS COMMITTEES 2-11-48 Distribution: A, B.
- 104.2 EMPLOYEE SUGGESTIONS 5-28-46 Distribution: A, B.
- 104.3 HONOR AWARDS 1-5-48 Distribution: A, B.
- 105.1 CLEARANCE, CONTROL AND REPRODUCTION OF FORMS 3-28-47 Distribution: A, B-(Washington Only).
- 105.2 PUBLIC DATA FORMS ORIGINATING IN FIELD OFFICES 9-10-46 Distribution: A, B.
- 105.3 FORMS STANDARDS - WASHINGTON and EXHIBITS A-F 11-13-46 Distribution: A-(Washington Only), B-(Washington only).

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "B"

(100 - Basic)

- 106.2 RELATIONSHIP OF PMA FIELD OFFICES TO BUDGET BUREAU
FIELD SERVICE 2-19-47 Distribution: A, B.
- 109.1 REPORT OF LEGISLATIVE DEVELOPMENTS 6-13-47
Distribution: A, B-(Washington Only).

110 - Organization

- 110.1 FUNCTIONAL ORGANIZATION OF AUDIT BRANCH 12-17-45
Distribution: A, B.
- 110.2 CLEARANCE OF PROPOSALS FOR CHANGES IN ORGANIZATION
1-10-46 Distribution: A, B. Change all references
to (1) "Management and Organization (MO) Division"
to "Organization and Management (O&M) Division" and
(2) "MO Division" to "O&M Division." After the
first sentence of par. II add "Attention, Chief of
the O&M Division." In the next to last line of par.
III B after the word "Approved" add "for PMA."
- 110.3 TRANSFER OF PERSONNEL FUNCTIONS OF THE FIELD SERVICE
BRANCH TO THE BUDGET AND MANAGEMENT BRANCH 6-3-46
Distribution: A, B-(Washington and B-05, 26 Field).
- 110.4 ABOLITION OF MATERIALS AND EQUIPMENT BRANCH 3-14-
47 Distribution: A, B.
- 110.5 ABOLITION OF THE OFFICE OF TRANSPORTATION OFFICER
3-14-47 Distribution: A, B.
- 110.6 ABOLITION OF THE SPECIAL COMMODITIES BRANCH 3-14-47
Distribution: A, B.
- 110.7 ABOLITION OF THE OFFICE OF REQUIREMENTS AND ALLO-
CATIONS AND THE OFFICE OF FOREIGN PROGRAMS COORDI-
NATION 3-14-47 Distribution: A, B.
- 110.8 ABOLITION OF THE OFFICE OF PRICE 3-14-47 Distri-
bution: A, B.
- 110.9 ABOLITION OF COST INVESTIGATIONS DIVISION OF
COMPLIANCE AND INVESTIGATION BRANCH 4-22-47 Dis-
tribution: A, B.

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "B"

(110 - Organization)

- 111.1 ORGANIZATION OF PRODUCTION AND MARKETING ADMINISTRATION and EXHIBIT A. 7-1-47 Distribution: A, B After par. II D, add "Instruction 111.26 outlines the functions and responsibilities of the Controller." In paragraphs IV A and D, change "Office of Audit" and "Information Service" to "Audit Branch" and "Information Branch", respectively.
- 111.2 REASSIGNMENT OF FOREIGN FOOD PROGRAMS BRANCH FUNCTIONS 12-6-45 Distribution: A, B(Washington and B-05, 26 Field). Par. II: change "Office of Claimants Program Coordination" to "Office of Foreign Programs Coordination."
- 111.4 PERFORMANCE OF BUDGET AND MANAGEMENT FUNCTIONS 12-17-45 Distribution: A, B. Page 1, par. I A, 6th line, after "functions" add "except personnel functions."
- 111.5 FUNCTIONAL ORGANIZATION OF BM BRANCH - WASHINGTON and EXHIBIT A 3-18-46 Distribution: A, B-(Washington Only). Delete "and personnel" in the footnote on page 1.
- 111.6 COMPLIANCE WITH SURPLUS PROPERTY POLICIES AND REGULATIONS and EXHIBIT A 12-27-45 Distribution: A, B.
- 111.7 PHYSICAL INVENTORY OPERATIONS 1-5-46 Distribution: A, B-(Washington and B-30 Field).
- 111.8 ASSISTANT ADMINISTRATOR AND ASSOCIATE ASSISTANT ADMINISTRATOR FOR FISCAL AND INVENTORY CONTROL 1-22-46 Distribution: A, B-(Washington Only).
- 111.10 FUNCTIONAL ORGANIZATION OF MARKETING FACILITIES BRANCH - WASHINGTON and EXHIBIT A 2-18-46 Distribution: A, B-(Washington and B-24 Field).
- 111.11 FUNCTIONAL ORGANIZATION OF THE TOBACCO BRANCH - WASHINGTON and EXHIBIT A 2-18-46 Distribution: A, B-(Washington and B-34 Field).
- 111.12 FUNCTIONAL ORGANIZATION OF THE LIVESTOCK BRANCH - WASHINGTON and EXHIBIT A 2-18-46 Distribution: A, B-(Washington and B-22 Field).
- 111.13 FUNCTIONAL ORGANIZATION OF THE POULTRY BRANCH - WASHINGTON and EXHIBIT A 4-8-46 Distribution: A, B-(Washington and B-27 Field).

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "B"

(110 - Organization)

- 111.14 FUNCTIONAL ORGANIZATION OF INFORMATION SERVICE - WASHINGTON and EXHIBIT A 5-1-46 Distribution: A, B-(Washington Only).
- 111.15 FUNCTIONAL ORGANIZATION OF THE DAIRY BRANCH - WASHINGTON and EXHIBIT A 4-30-46 Distribution: A, B-(Washington and B-12, 27 Field).
- 111.17 FUNCTIONAL ORGANIZATION OF THE LABOR BRANCH - WASHINGTON 2-14-47 Distribution: A, B-(Washington Only).
- 111.19 FUNCTIONAL ORGANIZATION OF THE FOOD DISTRIBUTION PROGRAMS BRANCH and EXHIBIT A 6-4-46 Distribution: A, B-(Washington Only).
- 111.20 FUNCTIONAL ORGANIZATION OF THE GRAIN BRANCH - WASHINGTON 7-19-46 Distribution: A, B-(Washington and B-19 Field).
- 111.21 FUNCTIONAL ORGANIZATION OF THE FISCAL BRANCH - WASHINGTON and EXHIBIT A 8-28-46 Distribution: A, B-(Washington and B-05, 26 Field).
- 111.24 CCC OPERATING RELATIONSHIPS 10-20-47 Distribution: A, B-(Field Only).
- 111.25 CCC FIELD ORGANIZATION 12-17-47 Distribution: A, B.
- 111.26 FUNCTIONS AND RESPONSIBILITIES OF THE CONTROLLER 12-17-47 Distribution: A, B.
- 112.1 FUNCTIONAL ORGANIZATION OF THE BUDGET AND MANAGEMENT BRANCH AREA OFFICE 12-18-45 Distribution: A, B-(Field Only). Pages 1 and 2 revised 6-19-46.
- 112.2 ORGANIZATION OF BM AND FI BRANCH AREA OFFICES and EXHIBIT A Revised 2-20-46 Distribution: A, B.
Page 1: Delete the first three lines of par. I A 1 and substitute the following therefor: "There are also established BM and FI Area Suboffices to service budget and management and fiscal activities for their own offices and for other branches as listed in subsequent paragraphs." Page 2, par. II A 1, delete "The cotton classing work at", and sub-

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "B"

(110 - Organization - 112.2)

stitute "Field operations in"; delete "the cotton statistics work at"; add "and in the state of Illinois" after "Baton Rouge, Louisiana." Par. II B 1 a, after "Alabama" add "Montana, Wyoming." Pages 3 through 7 revised 6-15-46. Page 7, add par. II P "Budget and Management Branch - Budget and Management Branch activities of the BM Suboffice, Portland, Oregon, shall be serviced by that Suboffice." Page 6, insert the following:

Main Office	Activity	Substation	Area Offices Servicing Substation
<u>Location</u>			
Cincinnati, Ohio	Meat Inspection	Newport, Ky.	Midwest
" "	" "	Lexington, Ky.	"
Indianapolis, Ind.	Meat Grading	Henderson, Ky.	"
Kansas City, Mo.	" "	Coffeerville, Kans.	"
Kansas City, Kans.	Meat Inspection	Trenton, Mo.	Southwest

- 112.3 OPERATIONS OF BM BRANCH AREA OFFICES AND COOPERATING FISCAL OFFICES 6-17-46 Distribution: A, B. In Par. II E 1 change the last three lines to read: "Organization of BM and FI Branch Area Offices"), and two bureau copies to the Washington PE Division which will forward one copy to the Office of the Manager, FCIC, in Washington."
- 112.5 ORGANIZATION OF THE HAWAIIAN AREA 4-22-46 Distribution: A, B-(Washington and B-05, 06, 07, 26 Field). Add par. III as follows: "III EXCEPTION The personnel activities will be administratively directed by the Western Area BM Branch Area Office."
- 112.6 FUNCTIONAL ORGANIZATION OF INFORMATION SERVICE - AREA OFFICES and EXHIBIT A 5-1-46 Distribution: A, B. Formerly 114.4
- 112.7 OPERATIONS OF AREA PERSONNEL DIVISION AND PMA STATE OFFICES 6-18-46 Distribution: A, B.
- 112.8 ESTABLISHMENT OF FOOD DISTRIBUTION PROGRAMS BRANCH AREA AND SUB-AREA OFFICES 7-1-47 Distribution: A, B. Under par. II Northeast Area, change the address of the Boston Sub-Area Office to 55 Tremont Street and under the Southwest Area change the address of the Dallas Area Office to 566 U. S. Terminal Annex.

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{110 - Organization)

- 113.1 ORGANIZATION OF PMA STATE OFFICES AND PMA STATE COMMITTEES and EXHIBITS A and B through B-16 6-14-46
Distribution: A, B.

EXHIBIT A Revised 2-13-48 On page 1, first column, the State Chairman for Des Moines, Iowa, should be "Hervey E. Hazen" instead of "Harvey E. Hazen" as shown on the Exhibit.

EXHIBIT B-1 - Under column "Name and Address of Branch Representatives" the new address of Lynn E. Eldredge is 215 Sheldon Bldg., 461 Market St., San Francisco, California.

EXHIBIT B-5 - Page 1, under column "Name and Address of Branch Representatives" Russell G. Reiff replaces John F. Thompson as State Director of Indiana. Page 3, under column "Name and Address of Branch Representatives" Murl E. Cummings replaces Willis C. Goegli as State Director of Oregon. Edgar M. Derham becomes State Director of South Carolina replacing Carlisle C. Parler, Acting State Director. Mr. Derham's address is Knowlton Building, 1615 Hampton Street, Columbia, South Carolina. Wilford Bailey becomes State Director of Utah replacing Ernest M. Luther, Acting State Director. Mr. Bailey's address is Old Terminal Building, 222 South on West Temple Street, Salt Lake City, Utah.

EXHIBIT B-6 - Under column "Name and Address of Branch Representatives" John J. Dittrick's new address is 641 Washington St., New York 14, N. Y. John J. Slaughter is located at 539 Terminal Annex Building. Russell James' new address is 449 W. Peachtree St., N. E., Atlanta, Georgia.

EXHIBIT B-7 - Under column "Name and Address of Branch Representatives" D. K. Young's address is 449 W. Peachtree St., N. E., Atlanta, Georgia. John P. Capus becomes Chief, S. W. Marketing Field Office replacing Walter D. Lurry, Acting Chief. The new address of Mr. Capus is 556 U. S. Terminal Annex Building, Dallas, Texas.

EXHIBIT B-8 - Under column "Name and Address of Branch Representatives" P. E. Bowers is now Director of the Kansas City Office and his new address is 300

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(110 - Organization - 113.1 - Exhibit B-8)

Interstate Bldg., 417 E. 13th Street, Kansas City 6, Missouri. Note that this change occurs twice. Clyde C. Kiddle becomes Acting Director of the Portland Office replacing Earl C. Corey. This change also occurs twice.

EXHIBIT B-9 - Under column "Name and Address of Branch Representatives" Arthur Susott's new address is 449 W. Peachtree St., N. E., Atlanta, Georgia. Harry Carr becomes Acting Chief of the Area Information Service Office located in New York replacing Jennie Moore.

EXHIBIT B-10 - Page 1, under column "Name and Address of Branch Representatives" Hiram W. Rainey's new address is 449 W. Peachtree St., N. E., Atlanta, Georgia. The Arkansas USDA Wage Board is now located at 108 $\frac{1}{2}$ W. Third Street. Under "Colorado USDA Wage Board" make the following changes: "T. H. Summers, Secretary, Colorado State College, Fort Collins, Colorado." Page 2 under column "Name and Address of Branch Representatives" change L. H. Kramer's designation from Chairman to Executive Officer.

EXHIBIT B-12 - Under column "Name and Address of Branch Representatives" change the spelling of the first representative listed to J. W. Callahan. Under column "Activity or Program Responsibility" add ditto marks opposite Harry J. Wishmire.

EXHIBIT B-13 - Under column "Name and Address of Branch Representatives" Claude M. Evans' new address is 307 Wilson Building. Russell F. Frazier's new address is 449 W. Peachtree St., N. E., Atlanta, Georgia.

EXHIBIT B-14 - Under column "Name and Address of Branch Representatives" change F. C. Johnson to Walter W. Sikes and change O. Martel Bowen to Thomas T. Miller.

- 114.1 FOOD DISTRIBUTION PROGRAMS IN THE CARIBBEAN AREA
11-21-45 Distribution: A, B-16, 30 Washington Only.
- 114.2 FUNCTIONAL ORGANIZATION OF THE TOBACCO BRANCH -
FIELD and EXHIBIT A 2-18-46 Distribution: A, B-
(Washington and B-34 Field).

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(110 - Organization)

- 114.3 FUNCTIONAL ORGANIZATION OF THE POULTRY BRANCH - FIELD 4-8-46 Distribution: A, B-(Washington and B-27 Field). Add "111.13" after "Exhibit A" in the third line of par. I.
- 114.4 FUNCTIONAL ORGANIZATION OF THE INSULAR REGION, FIELD SERVICE BRANCH and EXHIBIT A 7-29-47 Distribution: A, B-(Washington and B-05, 26 Field).
- 114.5 FUNCTIONAL ORGANIZATION OF THE LABOR BRANCH - FIELD 6-4-46 and EXHIBIT A 2-6-47 Distribution: A, B. Page 1, par. II B, last line should read: "services functions within the Division and furnishes personnel and business services to the Fiscal Branch subarea office."
- 114.6 FUNCTIONAL ORGANIZATION FISCAL BRANCH - FIELD and EXHIBIT A 8-7-46 Distribution: A, B-(Washington and B-05, 06 Field).
- 114.7 FUNCTIONAL ORGANIZATION OF THE NEW YORK AREA OFFICE FOR MARKETING - FIELD SERVICE BRANCH 8-12-46 Distribution: A, B-(Washington and B-05, 26 Field).
- 114.8 FUNCTIONAL ORGANIZATION OF THE PMA STATE OFFICES and EXHIBIT A 9-11-46 Distribution: A, B.
- 114.9 FUNCTIONAL FIELD ORGANIZATION OF THE AUDIT BRANCH 3-1-48 Distribution: A, B.
- 115.1 FOOD INDUSTRY ADVISORY FUNCTIONS and EXHIBIT A 9-10-46 Distribution: A, B-(Washington Only).
- 115.2 STANDARDS AND LIMITATIONS GOVERNING FORMULATION AND USE OF PMA STATE SUB- OR ADVISORY COMMITTEES 7-10-46 Distribution: A, B.
- 115.3 ESTABLISHMENT OF MARKET NEWS, AND GRADING AND STANDARDIZATION COMMITTEES 7-15-47 Distribution: A, B. In par. II A, change the alternate Market News Committee member for the Tobacco Branch from "S. E. Wrather (Alternate)" to "W. K. Payne, Jr. (Alternate)".
- 117.1 STANDARD ORGANIZATION SYMBOLS 3-17-48 Distribution: A, B-(Washington Only).

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120 - Programs

- 120.1 PRICING COMMODITIES TRANSFERRED TO PURCHASERS
4-30-46 Distribution: A, B-(Washington only).
- 120.3 LEGAL ASSISTANCE ON PROGRAM MATTERS - FIELD 12-26-
47 Distribution: A, B.
- 120.4 APPOINTMENT OF REPRESENTATIVE OR OFFICE OF THE
SECRETARY IN THE NORTHWEST 8-20-46 Distribution:
A, B.
- 120.5 PROCEDURE FOR HANDLING CERTAIN BIDS RELATING TO
COMMODITY PURCHASE, SALE AND SERVICES 1-17-47
Distribution: A, B.
- 120.6 AUTHORITY TO SIGN, TERMINATE, OR CANCEL DIRECT
DISTRIBUTION AGREEMENTS 9-5-46 Distribution: A,
B-(Washington Only).
- 120.7 PREPARATION, CLEARANCE, AND DISTRIBUTION OF ANNOUNCE-
MENTS 12-12-47 Distribution: A, B.
- 121.A ASSIGNMENT OF SHIPPING AND STORAGE FUNCTIONS FOR
COMMODITIES 10-30-45 Distribution: A, B. Formerly
Administrator's Memorandum No. 17.
- 121.1 ASSIGNMENT OF COMMODITIES TO BRANCHES FOR PROGRAM
AND INSPECTION PURPOSES and EXHIBITS A, B, and C
1-22-48 Distribution: A, B.
- 124.1 POLICIES ON ASSIGNMENT OF FUNCTIONS INVOLVED IN
PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES
5-2-47 Distribution: A, B-05, 16, 18, 26, 30.
- 124.2 PURCHASE OPERATIONS INVOLVED IN PRICE SUPPORT OF
FRUIT AND VEGETABLE COMMODITIES IN RAW FORM and
EXHIBIT A 5-2-47 Distribution: A, B-05, 16, 18,
26, 30. On page 1 in the fifth title under Part I
of the Outline of Contents, change "FS" to "FV".
On page 21 on the right margin change "SMA-129" to
"SMA-1292." On page 4 change the last line to read
as follows: "'0,' since it is followed by 'C'
signifies that the crop year is 1947 and". On page
5 delete "the first letter signifies" in line 1 and
in line 4 change "fiscal" to "crop."

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(120 - Programs)

- 124.3 SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM 6-10-47 Distribution: A, B-05, 16, 18, 26, 30.
- 124.4 DISTRIBUTION OPERATIONS INVOLVED IN SECTION 32 PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM and EXHIBITS A and B 6-9-47 Distribution: A, B-05, 16, 18, 26, 30.
- 125.1 VETERANS PREFERENCE UNDER WAR FOOD ORDERS 9-19-46 Distribution: A, B.
- 125.2 PROCEDURE FOR PROJECTS UNDER THE RESEARCH AND MARKETING ACT OF 1946 and EXHIBITS A and B 8-19-47 Distribution: A, B-(Washington Only). Page 4 revised 10-16-47.
- 126.1 DEVELOPMENT OF 1948 PRODUCTION GOALS AND PROGRAMS 7-24-47 and EXHIBIT A 9-16-47 Distribution: A, B-(except B-05, 26).
- 127.A FORM AND EXECUTION OF CONTRACTS AND OFFERS 11-5-45 Distribution: A, B-(Washington and B-05, 26 Field). Formerly Administrator's Memorandum No. 18 and Amendment 1. Change the second sentence in par. III from "who have been authorized" to "who are authorized."
- 127.1 PREPARATION AND DISTRIBUTION OF ABSTRACTS and EXHIBIT A, "CORRECTION": EXHIBIT B, "SUPPLEMENT": and EXHIBIT C, "RAPID WIRE" Revised 3-20-47 Distribution A, B. Paragraph III A 2 d (1), change "Four copies" to "Six copies." Paragraph III A 2 d (3), change "Six copies" to "Eight copies."
- 127.2 COMMODITY INSPECTIONS OF USDA-OWNED FOODS 1-22-46 Distribution: A, B-(Washington and B-12, 18, 19, 22, 30 Field).
- 127.4 PERFORMANCE OF MARKETING FACILITIES FUNCTIONS BY PMA STATE OFFICES 1-24-46 Distribution: A, B-24.
- 127.6 RESPONSIBILITY FOR OBTAINING OCEAN SHIPPING SPACE AND FORWARDING AUTHORIZED SERIAL NUMBERS 2-13-46 Distribution: A, B.

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(120 - Programs)

- 127.7 COORDINATION OF DISTRIBUTION, SHIPPING AND PURCHASE FUNCTIONS UNDER PRICE SUPPORT PROGRAMS 2-15-46 Distribution: A, B-16, 18, 30.
- 127.8 USE OF DIRECTORY OF SHIPPING AND STORAGE FIELD OFFICES 4-30-46 Distribution: A, B.
- 127.9 STANDARD CONTRACT CONDITIONS 4-24-46 Distribution: A, B-(except B-05, 26 Field). Add the following sentence at the close of par. II A: "Article 23, 'Audit of Records,' shall not be excepted from any contract unless a substitute clause approved by the Office of Audit is made a part of the contract."
- 127.10 INSPECTION OF WAREHOUSES AND COMMODITIES UNDER JURISDICTION OF SHIPPING AND STORAGE BRANCH STORED THEREIN 4-30-46 Distribution: A, B-24, 30.
- 127.11 PERFORMANCE OF POULTRY INSPECTION AND GRADING FUNCTIONS BY THE DAIRY BRANCH 5-1-46 Distribution: A, B-12, 27.
- 127.12 PERFORMANCE OF POULTRY MARKET NEWS FUNCTIONS BY THE DAIRY BRANCH 9-27-46 Distribution: A, B-12, 27.
- 127.13 WEEKLY PERFORMANCE REPORTS ON PACKAGING AND/OR PROCESSING ACTIVITIES 9-26-46 Distribution: A, B-(except B-24, 26 Field).
- 127.14 DIRECTORY OF AREA FISCAL OFFICES 9-26-46 Distribution: A, B.
- 127.16 AMENDING CONTRACTS 1-2-48 Distribution: A, B.
- 127.17 INSPECTION OF STORAGE FACILITIES CONTAINING CCC-OWNED WOOL AND WOOL STORED THEREIN 10-22-47 Distribution: A, B-10, 22, 24; County Agricultural Conservation Committeemen.
- 128.1 POLICY FOR DISPOSAL OF COMMODITIES IN SURPLUS 11-23-45 Distribution: A, B-(Washington Only).
- 128.2 PMA POLICIES ON DISPOSAL OF SURPLUS AGRICULTURAL COMMODITIES AND FOODS 12-13-45 Distribution: A, B.
- 128.3 PMA POLICIES ON DISPOSAL OF CCC-OWNED COMMODITIES AND FOODS 12-13-45 Distribution: A, B.
- 128.4 PROCEDURE ON CASH SALES TO FOREIGN CLAIMANTS Revised 6-11-46 Distribution: A, B-(Washington Only).

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(120 - Programs)

- 128.5 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE GRAIN BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46 Distribution: A, B-19, 30.
- 128.6 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE POULTRY BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46 Distribution: A, B-27, 30.
- 128.7 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE FATS AND OILS BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46 Distribution: A, B-13, 30.
- 128.8 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE DAIRY BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-20-46 Distribution: A, B-12, 30.
- 128.9 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE LIVESTOCK BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-12-46 Distribution: A, B-22, 30.
- 128.11 PERFORMANCE OF CERTAIN DISPOSITION FUNCTIONS FOR THE FRUIT AND VEGETABLE BRANCH BY THE SHIPPING AND STORAGE BRANCH 3-8-46 Distribution: A, B-18, 30.
- 128.12 PROCEDURE FOR CANCELLATION OF CASH SALE REQUISITIONS 3-7-46 Distribution: A, B-(Washington Only).
- 128.13 ANNOUNCEMENT OF SURPLUS PROPERTY SALES and EXHIBITS A 7-10-46 and B Revised 1-22-47 Distribution: A, B. To par. II B, add "to prospective purchasers."
- 128.14 DISPOSAL OF SURPLUS AGRICULTURAL COMMODITIES AND FOOD ASSIGNED TO PMA 3-10-47 Distribution: A, B.
- 128.15 ANNOUNCEMENT OF SALES OF CCC-OWNED STOCKS 9-10-46 and EXHIBIT A 5-20-46 and EXHIBIT B 9-10-46 Distribution: A, B.
- 128.16 WITHDRAWAL OF SAMPLES OF CCC-OWNED COMMODITIES BY PROSPECTIVE PURCHASERS 8-7-46 Distribution: A, B. (except B-05, 26 Field)
- 129.A RESPONSIBILITY FOR RATIONING PROGRAMS AND CIVILIAN REQUIREMENTS 11-2-45 Distribution: A, B. Formerly Administrator's Memorandum No. 19.

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(120 - Programs)

- 129.1 ABUNDANT FOODS MARKETING PROGRAMS 11-20-45 Dis-
tribution: A, B-(Washington Only).
- 129.2 TERMINATION OF WAR CONTRACTS and EXHIBIT A 12-29-45
Distribution: A, B-(Washington Only).
- 129.3 PROCEDURE FOR WAR CONTRACT TERMINATION, SETTLEMENT
OF TERMINATION CLAIMS AND DISPOSITION OF CONTRACTOR
INVENTORY and EXHIBITS A, B, C 1-25-46 and EXHIBIT
D 3-13-46 Distribution: A, B-(Washington Only).
Page 1 revised 2-20-46, page 6 revised 3-13-46.
Delete par. XIII.
- 129.4 PROCEDURE FOR CONTRACT RENEGOTIATION 10-31-47
and EXHIBITS A, B 3-12-46 and C 10-31-47 Dis-
tribution: A, B-(Washington Only).
- 129.6 FOREIGN PUBLIC PURCHASE AND IMPORTATION 5-17-46
Distribution: A, B-(Washington Only). In the last
sentence of par. IV A 3, after "clearance from the"
insert "Budget and Organization Division, Budget and
Management Branch."
- 129.8 DIRECT CHARGES FOR LOSSES SUSTAINED BY THE GENERAL
COMMODITIES PURCHASE PROGRAM 9-17-46 Distribution:
A, B-(Washington only).
- 129.9 PMA COMMODITY PROCUREMENT POLICY 10-16-46 Distri-
bution: A, B.

130 - Budgets

- 133.2 REQUEST FOR FUNDS AND/OR ADJUSTMENTS IN ALLOTMENTS
12-12-45 Distribution: A, B-(Washington Only, and
B-05, 26 field).
- 134.2 OBJECT CLASSIFICATION 3-12-48 Distribution: A, B.
- 139.1 REPORTS OF MAN-MONTHS BY WORK PROGRAMS and EXHIBITS
A, B and C 8-1-47 Distribution: A, B-05, 26 Field
Only. Page 2, Exhibit A, and pages 1, 2, and 3,
Exhibit B, revised 2-3-48.

140 - Information Services

- 140.1 INFORMATION POLICY 6-4-46 Distribution: A, B.

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(140 - Information Services)

- 142.1 REVISION OF MANUSCRIPTS ORIGINATING OUTSIDE
PMA 3-26-46 Distribution: A, B.
- 143.1 PREPARATION AND CLEARANCE OF PRESS RELEASES
6-4-46 Distribution: A, B.
- 144.1 CLEARANCE OF SPEECHES 3-26-46 Distribution:
A, B.
- 145.1 PREPARATION AND CLEARANCE OF VISUAL MATERIAL -
WASHINGTON 6-4-46 Distribution: A, B-(Wash-
ington Only).
- 146.1 CLEARANCE OF MANUSCRIPTS FOR OUTSIDE PUBLI-
CATION 3-26-46 Distribution: A, B.
- 146.2 PREPARATION OF MANUSCRIPTS FOR PMA PUBLICATION
and EXHIBIT A 3-26-46 Distribution: A, B.
- 148.1 PREPARATION AND CLEARANCE OF RADIO MATERIAL
6-4-46 Distribution: A, B.
- 149.1 REVIEW AND CLEARANCE OF DUPLICATED MATERIAL
8-27-47 Distribution: A, B.

FISCAL - 200 SERIES

200 - Basic

- 201.1 REGULATIONS GOVERNING THE SETTLEMENT OF CERTAIN
DEBTS OF FARMERS 3-18-46 Distribution: A, B-
(Washington and B-09 Field).
- 202.1 CUSTODIAL AND BONDING REQUIREMENTS FOR GOVERN-
MENT FUNDS, TOKENS, POSTAGE STAMPS, ET CETERA
10-31-47 Distribution: A, B.
- 203.2 NOTIFICATION OF INDEBTEDNESS OF COMMODITY
CREDIT CORPORATION 7-1-47 Distribution: A, B.
In par. IV, last line, change reference to "Paragraph
V" to "Paragraph III B."
- 203.3 REPORTS OF INVESTIGATIONS INVOLVING CLAIMS BY OR
AGAINST CCC 2-3-48 Distribution: A, B.

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(200 - Basic)

204.1 REPLACEMENT OF GOVERNMENT CHECKS 8-28-46 Distribution: A, B.

210 - Official Travel

211.1 AUTHORITIES GOVERNING OFFICIAL TRAVEL 10-31-47
Distribution: A, B. Par. II A 7, after "PMA State
Chairman" add "and Directors of Hawaiian and
Caribbean Offices." Page 3 revised 2-27-48 to con-
form with provisions of Instruction 101.8.

211.2 EXCESS COST OF TRAVEL BY EXTRA-FARE TRAIN and
EXHIBIT A 1-3-47 Distribution: A, B-(Washington
only).

211.3 PREPARATION OF LETTERS OF AUTHORIZATION 6-17-46
Distribution: A, B. Page 6 revised 10-28-47.

216.1 CANCELLATION OF SLEEPING OR PARLOR CAR RESERVATIONS
AND SURRENDER AND EXCHANGE OF PULLMAN TICKETS 11-12-
46 Distribution: A, B.

216.2 ACCOUNTING FOR GOVERNMENT REQUESTS FOR TRANSPORTATION.
12-19-46 Distribution: A-(except A-31), B.

216.3 CANCELLATION OF TRAVEL RESERVATIONS ON COMMERCIAL
AIRLINES 3-3-47 Distribution: A, B.

216.4 TRANSPORTATION - ROUND TRIP TICKETS 10-31-47 Dis-
tribution: A, B (Field Only).

217.1 ADVANCE OF FUNDS FOR TRAVEL 4-14-47 Distribution:
A-(except A-31), B.

218.1 PREPARATION AND SUBMISSION OF TRAVEL REIMBURSEMENT
VOUCHERS and EXHIBIT A 4-9-46 Distribution: A, B.
Page 15: Par. X A 1, after "(AD-204" add "Authori-
zation - General)." Par. X A 2, after "(AD-202," add
"Authorization - Travel)."

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(210 - Official Travel)

- 218.2 PER DIEM IN LIEU OF ACTUAL EXPENSES and EXHIBIT A
10-28-47 Distribution: A, B-(Field Only). On
Exhibit A, change the per diem rate for Uruguay
from \$88.00 to \$8.00.
- 225.1 OBLIGATION PROCEDURE FOR ADMINISTRATIVE EXPENSES
11-21-46 Distribution: A-(except A-31), B-(except
B-18).

240 - Payrolls

- 240.1 NIGHT DIFFERENTIAL 9-10-46 Distribution: A, B.
- 243.1 PAY ROLL SAVINGS PLAN 12-9-47 Distribution: A, B.
- 249.1 PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE
REPORT - WASHINGTON 3-17-47 Distribution: A-
(Washington only), B-(Washington only).
- 249.2 PREPARATION AND SUBMISSION OF TIME AND ATTENDANCE
REPORT - FIELD 12-20-46 Distribution: A, B-(Field
Only).
- 249.3 CHANGE IN MAINTENANCE OF LEAVE RECORD CARDS -
WASHINGTON 12-20-46 Distribution: A, B-(Washing-
ton Only).
- 249.4 CHANGE IN MAINTENANCE OF TIME AND ATTENDANCE
REPORTS AND LEAVE CARDS - FIELD 12-20-46 Distri-
bution: A, B-(Field Only).
- 249.5 EMPLOYEE ACCOUNTABILITY INCIDENT TO FINAL SALARY
PAYMENT 2-13-47 Distribution: A (except A-31), B.
Paragraph III B 1, at top of page 3, line 2, delete
balance of sentence after "Office." Bottom of
page 3 and top of page 4, delete all of paragraphs
IV A and IV B. Page 4, change "IV C" to "IV A"
and delete the following from line 2 of IV A 6:
"from the AS and PE Divisions."

PERSONNEL - 300 SERIES

300 - Basic

- 301.1 EMPLOYMENT POLICY FOR VETERANS AND CAREER SERVICE
EMPLOYEES 12-18-46 Distribution: A, B.

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(300 - Basic)

- 303.1 POLITICAL ACTIVITY 5-21-46 Distribution: A, B, and all employees.
- 303.2 LEGAL ASSISTANCE AVAILABLE TO EMPLOYEES 5-28-46 Distribution: A, B, and all employees.
- 303.3 EMPLOYEE INFORMATION 10-24-46 Distribution: All employees.
- 303.4 APPLICATION FOR PATENTS BY PMA EMPLOYEES 3-17-48 Distribution: A, B.
- 304.1 PERSONNEL CEILINGS 3-11-47 Distribution: A, B-05, 26 Field Only.
- 306.1 ISSUANCE AND ACCOUNTABILITY FOR IDENTIFICATION CARDS and EXHIBIT A 1-22-46 Distribution: A, B.
- 309.3 VISITORS REPRESENTING FOREIGN GOVERNMENTS 8-2-46 Distribution: A, B.

310 - Employment

- 310.1 REQUEST FOR PERSONNEL ACTION 8-28-46 Distribution: A, B. Page 6, delete par. VI E 1 b and 2 b.
- 310.2 EMPLOYMENT 3-13-46 Distribution: A, B. (Pages 1 and 2 revised 5-10-46) Page 1, par. III A should read "for PMA will be carried out by the PE Division in Washington, D. C., Area PE Divisions, and branch field offices having delegated employment authority in the field." Par. IV, second line, delete "PMA", third and fourth lines delete "(except the Field Service Branch)", delete the last sentence.
- 310.3 CONVERSION OF CERTAIN GROUPS OF EMPLOYEES TO CLASSIFIED STATUS 4-17-46 Distribution: A, B. Page 2, par. III A 3 b, after "Persons whose appointments add "to classified positions."
- 310.4 CLASSIFIED STATUS FOR CERTAIN GROUPS OF EMPLOYEES 4-17-46 Distribution: A, B and all employees. Page 1, par. I B in first sentence after word "entered" add "classified positions in." Par. I C after "Certificate" add "which authorized probational appointment."

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(310 - Employment)

- 310.5 PLACEMENT POLICY FOR THE PROMOTION, REASSIGNMENT AND TRANSFER OF PERSONNEL WITHIN PMA 5-8-46
Distribution: A, B.
- 310.6 FILLING VACANCIES ADVERTISED IN BULLETINS - WASHINGTON 7-31-46 Distribution: A, B-(Washington Only).
- 310.7 ELIGIBILITY FOR PROBATIONAL APPOINTMENT FOR CERTAIN VETERANS 8-3-46 Distribution: A, B and all employees.
- 310.8 INFORMATION FOR ALL PMA EMPLOYEES REGARDING CIVIL SERVICE EXAMINATIONS 11-5-46 Distribution: A, B and all employees.
- 310.9 CIVIL SERVICE CERTIFICATES RECEIVED DIRECT BY PMA FIELD OFFICES 8-22-46 Distribution: A, B.
- 311.1 RECRUITMENT POLICY 2-15-46 Distribution: A, B.
In par. I A, delete "except in the case of the inspection, grading and regulatory services."
- 312.1 CONSULTANTS 7-24-46 Distribution: A, B-(Washington and B-05, 26 Field).
- 312.2 EMPLOYMENT UNDER LETTERS OF AUTHORIZATION - LABOR BRANCH Distribution: (A-15,21,25,26), (B-26).
Pages 1, 2, 3, 4 and 9 dated 7-1-47; pages 5, 6, 7, and 8 dated 4-21-47.
- 312.3 EMPLOYMENT UNDER LETTER OF AUTHORIZATION 7-7-47
Distribution: A, B. Par. III B 1, change "six months" to "two months."
- 313.1 PAY INCREASES AS REWARDS FOR SUPERIOR ACCOMPLISHMENT 4-4-46 Distribution: A, B. Page 2, par. VI B, change the first sentence to read as follows:
"Supervisory personnel shall submit recommendations in memorandum form through regular administrative channels of the branch." Add the following sentence:
"All persons in the branch through whom the recommendation must clear should attach any remarks or pertinent factual information they may have."

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(310 - Employment)

- 314.1 SALARY ADMINISTRATION IN CASES OF DEMOTION 12-10-45 Distribution: A, B.
- 315.2 REDUCTION IN FORCE and EXHIBITS A and B 3-8-46
Distribution: A, B. Pages 3 and 4 revised 10-2-46.
In Par. III A, (page 1) of Exhibit B add "and V"
at end of third line after "and IV."
- 315.3 RESIGNATIONS 1-15-47 Distribution: A, B.
- 316.1 REEMPLOYMENT OF VETERANS 2-1-46 Distribution: A, B.
- 316.2 PLACEMENT OF RETURNING VETERANS and EXHIBIT A 4-4-46 Distribution: A, B. Page 1, par. II change
"consisting of a maximum ceiling of 25 in each PMA
Area" to read "consistent with approved personnel
ceiling allotments for this purpose."

320 - Provisions of Employment

- 321.1 LEAVE REGULATIONS AND ROUTINES 3-6-47 Distribu-
tion: A, B. Page 18 revised 4-24-47. Pages 4, 5, 6
and 7 revised 1-8-48. Old pages 7-23 renumbered
9-25.
- 321.2 GRANTING OF MILITARY LEAVE 8-29-47 Distribution:
A, B.
- 322.1 OVERTIME 2-25-47 Distribution: A, B. Page 2 re-
vised 4-24-47.
- 323.1 EFFICIENCY RATING PROGRAM - WASHINGTON AND FIELD
and EXHIBIT A 1-26-48 Distribution: A, B. Page
7 revised 2-11-48.
- 323.2 STANDARD ELEMENT MARKINGS OF EFFICIENCY RATINGS
2-26-47 Distribution: A, B.
- 324.1 RETIREMENT RESPONSIBILITIES AND PROCEDURES 11-6-46
Distribution: A, B. Page 1 revised 1-28-47.

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(320 - Provisions of Employment)

- 325.1 DISCIPLINE 4-23-46 Distribution: A, B. Pages 3 through 8 revised 11-12-46. Pages 9 through 11 revised 5-23-46. Delete par. X C 1 h.
- 325.2 DISCIPLINARY CASES INVOLVING FISCAL IRREGULARITIES 10-31-47 Distribution: A-06, 07, 09, 15, 25, 26, 30; B-06, 09, 15, 26 Field Only
- 326.1 HOURS OF WORK 5-9-46 Distribution: A, B
- 328.1 FEDERAL EMPLOYEES PAY ACT OF 1946 and EXHIBIT A 8-5-46 Distribution: A, B and all employees.
- 329.1 DETAILS OF PERSONNEL 8-21-46 Distribution: A, B.

330- Training

- 330.1 PERSONNEL TRAINING 3-19-46 Distribution: A, B.
- 330.2 INTERN TRAINING IN WASHINGTON AND THE FIELD 7-7-47 Distribution: A, B.
- 335.1 VETERAN TRAINING 5-23-46 Distribution: A, B. Page 1 revised 10-17-46.
- 339.1 EMPLOYEE PROGRESS REPORTS 9-23-46 Distribution: A, B. Change the first sentence to read: "This Instruction outlines the procedure for reporting the progress of new appointees, transferees, and employees reassigned to other jobs in grade CAF-9 and below."

350 - Safety and Health

- 350.1 SAFETY POLICY 9-10-46 Distribution: A, B, C.

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(350 - Safety and Health)

- 353.1 INVESTIGATION AND REPORTING ACCIDENTS AND INJURIES and EXHIBIT A 7-31-46 Distribution: A, B, C. Change all reference to "U. S. Employee's Compensation Commission (USECC)" to read "Bureau of Employee's Compensation-Federal Security Agency."

OFFICE SERVICES - 400 SERIES

400 - Basic

- 404.1 USE OF ORGANIZATION NAME and EXHIBIT A 1-3-46 Distribution: A, B. Add a sentence at the end of III D on page 3 as follows: "For more detailed instructions and examples of correct listings for telephone directories refer to Exhibit A, 'Instructions to Agencies for Telephone Directory Listings in the Field.'"
- 405.1 ESTABLISHMENT OF CENTRAL RECEIVING AND SHIPPING POINT - WASHINGTON 3-6-46 Distribution: A, B-(Washington Only).
- 405.2 TRANSPORTATION OF HOUSEHOLD GOODS and EXHIBIT A 5-1-46 Distribution: A-(except A-31), B.
- 405.3 GOVERNMENT BILLS OF LADING 11-21-46 Distribution: A (except A-31), B Pages 1, 2 and 3 revised 8-25-47; pages 4 and 9 revised 3-27-47. Page 1, par. I, line 5, delete "all" and substitute "the"; delete "except" and substitute "of."
- 405.4 SHIPMENT OF GOVERNMENT RECORDS - RATES 3-27-47 Distribution: A, B, C.
- 405.5 TRANSPORTATION OF HOUSEHOLD GOODS AND IMMEDIATE FAMILY OF TRANSFERRED EMPLOYEES 6-19-47 Distribution: A, B. Pages 1 and 2 revised 9-23-47. Par. III I following "Chairman of State PMA Committees", add "and the Executive Officers in the following states: Ark., Conn., Ga., La., Mass., Miss., Okla., R.I., S.C., and Vt." Delete the unnumbered paragraph following par. III J, beginning with

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "B"

(400 - Basic - 405.5)

"The effect of the" and ending with "Executive Order 9805." Change par. III L 5, by striking out the last four words, "expense incurred and paid", and in lieu thereof add the word "shipment."

406.1 FEDERAL FIRE COUNCIL REPORTS 4-3-47 Distribution:
A, B, C.

410 - Procurement

410.1 PURCHASE OF EXPENDABLE AND NONEXPENDABLE EQUIPMENT
8-22-46 Distribution: A, B.

411.1 ACQUISITION OF SPACE AND UTILIZATION AND MISCELLANEOUS SERVICES - AREA, STATE AND FIELD 11-21-47
Distribution: A, B-05, 06, 09, 15, 26 Field Only.
Page 16, revised 2-10-48.

412.1 PROCUREMENT OF CARBON INTERLEAVED FORMS AND TABU-
LATING CARDS 2-18-47 Distribution: A, B.

412.2 PRINTING AND DUPLICATING - WASHINGTON OFFICES
2-3-48 Distribution: A, B-(Washington Only).

414.1 OBTAINING GRAPHIC SERVICES FROM BAE 9-19-47
Distribution: A-(Washington Only), B-(Washington
Only).

416.2 ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES,
EQUIPMENT AND MISCELLANEOUS SERVICES - AREA AND
FIELD OFFICES 11-6-46 Distribution: A (except
A-31, B-(Field Only). Page 4, add to end of par.
IV H "(See V B 1)." Par. V A, line 3, after
"except" insert "postage supplies, or". Page 6
revised 12-18-46.

418.1 PROCUREMENT OF PURCHASED PUBLISHED MATERIAL -
WASHINGTON 8-12-46 Distribution: A-(except
A-31), B-(Washington Only). Page 2, par. III,
Line 1, after "request for:" add "purchased";
par. IV, line 5, delete "purchases of publi-
cations" and substitute "working tools". Page
5, par. VIII, delete "1947" and substitute "1948".

TABLE OF CONTENTS -- FMA PROCEDURE MANUAL "B"

(410 - Procurement)

- 418.2 PROCUREMENT OF PURCHASED PUBLISHED MATERIAL - AREA AND FIELD 8-13-47 Distribution: A-(except A-31), B-(Field Only). Page 1, par. III, line 1, after "Requests for" add "purchased." Page 2, par. IV, line 4, delete "purchases of publications" and substitute "working tools." Page 3, par. VI B 1. line 2, insert after "chief," "the original and one copy of". Page 6, par. X, line 4, delete "1947" and substitute "1948."
- 421.1 ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES, EQUIPMENT AND MISCELLANEOUS SERVICES - WASHINGTON 11-6-46 Distribution: A (except A-31), B.
- 422.1 CONTROL AND UTILIZATION OF NONEXPENDABLE PROPERTY - WASHINGTON, AREA AND FIELD 10-16-46 Distribution: A-(except A-31), B.

430 - Automotive and Program Equipment

- 431.1 OPERATION, STORAGE, AND IDENTIFICATION OF GOVERNMENT MOTOR VEHICLES - AREA AND FIELD and EXHIBIT A 2-19-47 Distribution: A=(except A-31), B.
- 436.1 REPORTING MOTOR VEHICLE ACCIDENTS OCCURRING IN THE FIELD AND HANDLING CLAIMS ARISING THEREFROM and EXHIBIT A 11-13-46 Distribution: A=(except A-31), B

440 - Communications

- 441.1 CORRESPONDENCE IN WASHINGTON OFFICES 3-3-48 Distribution: A, B-(Washington Only), Washington Secretaries, Stenographers, and Typists.
- 441.2 CORRESPONDENCE - AREA AND FIELD 7-23-46 Distribution: A-(except A-31), B-(Field Only).
- 441.3 CORRESPONDENCE - RESPONSIBILITY FOR VISE 2-18-47 Distribution: A-(Washington Only), B-(Washington Only).

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(440 - Communications)

- 443.1 USE OF TELEGRAMS IN AMENDING PROGRAM CONTRACTS
1-13-47 Distribution: A, B.
- 444.1 PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS -
WASHINGTON 4-29-46 Distribution: A, B-(Washington
Only). Page 2, ADD the following sentence to par.
III A: "For addressing such mail, refer to Instruc-
tion 441.1, 'Correspondence in Washington Offices.'" Pages 5 and 6, DELETE all of par. VI. The require-
ments contained therein, with necessary modification,
have been incorporated in Instruction 441.1.
- 444.2 PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS -
AREA AND FIELD 4-29-46 Distribution: A, B-(Field
Only). Page 1, line 1 of par. II C and lines 1 and
2 of par. II C 1, delete "(return receipt requested)";
par. II C 1, after "postage" delete remainder of para-
graph and substitute the following: "for registry
fee and return receipt, if requested." Page 4, delete
par. III C. Line 4 of III D 1 a, delete "as shown
on all forms B/A 47." Change par. number of III D
to III C.
- 444.3 INTERNATIONAL MAIL RESTRICTIONS 9-22-47 Distri-
bution: A, B.
- 445.2 PRIORITY FOR URGENT TELEPHONE TOLL CALLS 8-13-46
Distribution: A, B.
- 445.3 LONG DISTANCE TELEPHONE CALLS 12-12-47 Distribu-
tion: A, B.
- 446.1 PMA MAILING LISTS and EXHIBITS A, B, C and D.
7-11-47 Distribution: A, B-(Washington Only)
Formerly PMA 127.15. On exhibit "C", page 1,
change the dimensions of the card (to conform to
Postal Regulations) as follows: In the left margin,
change "4" to "3 9/16"; at the top of the page
change "6" to "5 9/16".

TABLE OF CONTENTS -- PMA PROCEDURE MANUAL "B"

450 - Records

- 450.1 OFFICIAL RECORDS - POLICY AND RESPONSIBILITIES -
WASHINGTON 4-23-46 Distribution: A-(except A-31),
B-(Washington and B-05 Field).
- 450.2 OFFICIAL RECORDS - AREA AND FIELD 11-21-46 Dis-
tribution: A, B-(Field Only).
- 455.1 CONTRACT SYMBOLS AND NUMBERS 9-18-46 Distribution:
A, B. Change par. VII, "Distribution of contracts",
to read as follows: "Contracting offices shall sub-
mit the original and two signed or certified copies
of each transaction to which a contract symbol and
number is assigned to the Fiscal office which
assigned the contract symbol and number."
- 456.1 DISPOSITION OF RECORDS - DEPARTMENTAL AND FIELD
OFFICES 8-19-46 Distribution: A-(except A-31), B.
- 457.1 PUBLICATION OF CERTAIN PMA DOCUMENTS IN FEDERAL
REGISTER 1-27-47 Distribution: A, B Page 4 re-
vised 7-25-47.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

USDA-PMA

EMPLOYEE PROGRESS REPORTS

339.1

I PURPOSE

This Instruction establishes a procedure to be followed when Form PMA-165 is used. The use of the form is optional (except as provided in 335.1, "Veterans Training"), but it can be used to good advantage as a training device for the first year of service for new employees. The information obtained from the reports will ascertain adjustment needs of the employees, locate employees of exceptional ability, and determine the training needs of the employees from the viewpoint of both the supervisor and employee.

II USE OF PMA-165

A Preparation and Initial Handling - The Administrative Officer of the branch in Washington, or the officer in charge of a field office will prepare the heading of the form from A through J and forward it to the immediate supervisor of the employee, who will list the major duties of the employee under item K. (See Forms Manual Insertion). The supervisor shall discuss the duties with the employees and retain the Form PMA-165 until three months after the employee enters on duty. It is important that the list of duties be kept current and when necessary the supervisor, together with the employee, shall prepare an amended list. If an additional PMA-165 is required to list the duties, the supervisor shall attach it to the first PMA-165.

B Quarterly Handling

1 By Supervisor - At the end of each three month period after the employee enters on duty, the supervisor shall give the Form PMA-165 to the employee for his remarks under item T. The supervisor will then complete items L, M, N, O, P, discuss the form with the employee, and forward it to the reviewing officer. At the end of the fourth training period, the supervisor shall complete items R through S and sign the form before forwarding it to the reviewing officer.

2 Reviewing Officer - At the end of each three month period, the reviewing officer will review the Form PMA-165, discuss it with the supervisor, initial (item Q), and return it to the supervisor. At the end of the fourth training period the reviewing officer will sign the form and forward it to the appropriate PE Division for filing in the employee's personnel folder.

III TRAINING ASSISTANCE

The appropriate PE Division will be available for assisting supervisors in developing training methods and plans where special training is shown to be needed.

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DISTRIBUTION: (A) (B)
4-9-48

PT-129

